



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

August 24, 2021

DIVISION MEMORANDUM
NO. 323, S.2021

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
MASTER TEACHER I, ANTICIPATED VACANCIES FOR TEACHER III AND
TEACHER II FOR PAGALANGGANG NATIONAL HIGH SCHOOL**

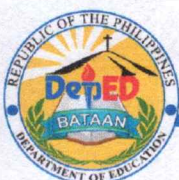
TO: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Principals
All Others Concerned

1. This Office announces the conduct of the **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR MASTER TEACHER I, ANTICIPATED VACANCIES FOR TEACHER III AND TEACHER II FOR PAGALANGGANG NATIONAL HIGH SCHOOL** via Zoom Teleconferencing on **September 7, 2021, 9:00 AM**, to wit:

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
1	Master Teacher I	18	OSEC-DECSB-MTCHR1-150025-2009	Pagalanggang NHS
1	Teacher III	13		
1	Teacher II	12		

2. The qualification standards for the vacant teaching positions for the above-mentioned items based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master Teacher I	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 Professional Units in Education with appropriate major, and 18 units for Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
Teacher III	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 Professional Units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
Teacher II	Bachelor of Secondary Education (BSEd); or Bachelor's Degree plus 18 Professional Units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher) PBET /LET



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Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepEdBataan



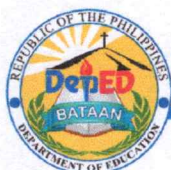
CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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3. Likewise, the criteria in evaluating and ranking the qualified applicants for **Master teacher I** per **Mec Order 10, s. 1979** while for **Teacher III and Teacher II** is **DepEd Order No 66, s. 2007 (Teaching & Related teaching Group Level)** are as follows:

POSITION TITLE	CRITERIA	POINTS
Mec Order 10, s. 1979		
Master Teacher I	A. Introduced any of the following which has been adopted or used by the school or district. (Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work as in reporting system, records keeping, etc. or procedures in cost reduction, A worthwhile Income Generating Project (IGP) for learners given recognition from higher official in the division	20 pts.
	B. Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load	12 pts.
	C. Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently	12 pts.
	D. Initiated or headed an educational research duly approved by educational authorities	12 pts.
	E. Coordinator of community Project on activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fair, etc. for the least two (2) years	12 pts.
	F. Organized/ managed as in-service activity or other similar activities at least in the school level	12 pts.
	G. Credited with Meritorious Achievements	10 pts.
	H. Authorship	10 pts.
	I. Demonstration Teaching	
	J. Potential	10 pts.
TOTAL		100 pts.
DepEd Order No 66, s. 2007		
Teacher III Teacher II	<ul style="list-style-type: none"> • Performance- • Experience- • Outstanding Accomplishments- • Education- • Training- • Potential- • Psycho-social Attributes- 	35 pts. 5 pts. 20 pts. 25 pts. 5 pts. 5 pts. 5 pts. TOTAL 100 pts.



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4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 20, s. 2021:

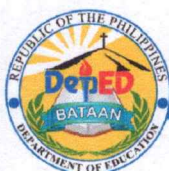
PERSONNEL SELECTION BOARD	
Chairperson	William Roderick R. Fallorin, OIC-ASDS
Alternate Chairperson	Andres C. Matawaran, EPS
Members:	
Administrative Officer V	Pilar C. Ignacio
Administrative Officer IV	Roshenar V. Cruz
President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be	Ara S. Velasco Faculty President

5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
6. Further, applicants are required to submit online at **bit.ly/SDOBTN_Ranking_PagalanggangNHS1** for Teacher III and Teacher II and **bit.ly/SDOBTN_Ranking_PagalanggangNHS2** for Master Teacher. Attach the following **SCANNED DOCUMENTS** on or before **September 2, 2021, 4:00 PM**:

- 6.1 Scanned copy of signed LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

- 6.2 Scanned copy of duly accomplished PERSONAL DATA SHEET (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
- 6.3 Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS);
- 6.4 Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
- 6.5 Scanned copy of TRANSCRIPT OF RECORDS;
- 6.6 Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);



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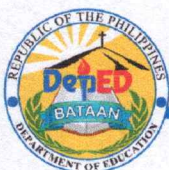
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CSC Resolution No. 2011006



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- 6.7 Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
- 6.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
- 6.9 Other scanned documents as contained in MEC Order 10, s. 1979.
 - 6.9.1 Introduced any of the following which has been adopted or used by the school or district. (Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work as in reporting system, records keeping, etc. or procedures in cost reduction, A worthwhile Income Generating Project (IGP) for learners given recognition from higher official in the division
 - 6.9.2 Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load
 - 6.9.3 Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently
 - 6.9.4 Initiated or headed an educational research duly approved by educational authorities
 - 6.9.5 Coordinator of community Project on activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fair, etc. for the least two (2) years
 - 6.9.6 Organized/ managed as in-service activity or other similar activities at least in the school level
 - 6.9.7 Credited with Meritorious Achievements
 - 6.9.8 Authorship
 - 6.9.9 Demonstration Teaching
7. Furthermore, applicants are required to submit all pertinent documents submitted through online submission (**Certified True Copy/Scanned Copy of the Original**) for evaluation on the **same date and time** as stipulated in previous paragraph and must be properly labelled folder (**Name and position applied**), organized inside the applicant's folder and should be sequentially segregated according to the items criteria set for each position applied for. Thus, no additional or new documents shall be accepted during the virtual deliberation and evaluation process and **NO WALK IN APPLICANTS** shall be accommodated. Applicants are enjoined to place their documents in a long-size folder following the prescribed colors below:

Master Teacher I	-	White folder
Teacher III	-	Blue folder
Teacher II	-	Red folder



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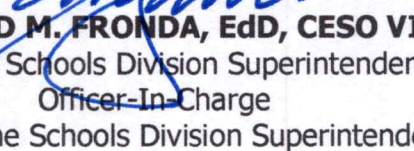


CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2003100

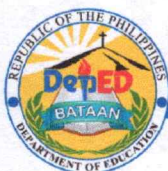


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8. Certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Moreover, only certificates within the last FIVE (5) years will be credited encourage all employees in updating their personal and professional attributes and competencies.
9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
10. Qualified applicants are enjoined to strictly observe the date and time of the submission of pertinent documents relative to the filling up of the vacant positions. Also, **STRICT compliance to NO APPOINTMENT, NO TRANSACTIONS** (via DepEd Bataan FB Page, Messenger) shall be observed on the submission of Scanned/Photocopies of pertinent documents following the minimum health safety protocol of the agency.
11. Qualified applicants shall be notified **two (2) days prior to the conduct of virtual ranking**. Similarly, details of the Zoom Teleconferencing shall be coordinated via email or through SMS or call.
12. Also, qualified applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual online evaluation and ranking since it is difficult for the candidate to appear before the Committee. Additionally, the presentation of original documents for verification of authenticities is subject to instruction of the Committee appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.
13. The Human Resource Management Personnel Selection Board (HRM-PSB) reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.
14. All expenses relative to the conduct of the evaluation and ranking process, including foods/snacks of the HRM-PSB are chargeable against Division MOOE subject the usual accounting and auditing rules and regulations.
15. Immediate and wide dissemination of this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CI2/acm



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CSC Resolution No. 2201108

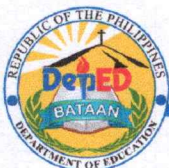


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**Omnibus Certification of Authenticity and
Veracity of Documents**

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ Position with Salary Grade of ____ at **Pagalanggang National High School**
2. I have submitted the following documents:
 - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to
 - 2.2. Duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
 - 2.3. **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
 - 2.4. **AUTHENTICATED ELIGIBILITY** (CSC, CESB, RA 1080, PD 907, etc.);
 - 2.5. **TRANSCRIPT OF RECORDS**
 - 2.6. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.7. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.8. Other scanned documents as contained in **DepEd Order No. 66, s. 2007 (Teacher III and teacher II)**
 - 2.8.1. Outstanding Accomplishments
 - 2.8.2. Outstanding Employee Award
 - 2.8.3. Innovations
 - 2.8.4. Research and Development Projects
 - 2.8.5. Publications and Authorship
 - 2.8.6. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
 - 2.9. Leadership, Potential and Accomplishments per **MEC Order No. 10s. 1979 (Master Teacher I)**
 - 2.9.1. Introduced any of the following which has been adopted or used by the school or district
 - 2.9.1.1. Curriculum or Instructional Materials
 - 2.9.1.2. Effective Teaching Techniques
 - 2.9.1.3. Simplification of Work
 - 2.9.1.4. Income Generating Projects
 - 2.9.2. Subject Coordinator outside teaching
 - 2.9.3. Chairman of Special Committee



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CSC Resolution No. 7001108



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- 2.9.7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition
2.9.8. Authorship
2.9.9. Demonstration Teaching
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Bataan, to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

PRC ID No. _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021 at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____
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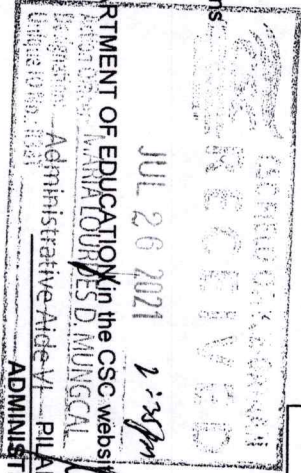


CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 4001108

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:



Date: July 26, 2021

ADMINISTRATIVE OFFICER V

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MASTER TEACHER	OSEC-DECSB-MTCHR1- 150028-2009	18	43,681.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major, and 18 units for a Master's Degree of Education or its equivalent	3 years relevant experience	None Required	RA 1080	N/A	Pagalangang NHS Gabriel, Carina S.
2	TEACHER I	OSEC-DECSB-TCH1- 150019-2010	11	23,877.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major;	None Required	None Required	RA 1080	N/A	Pagalangang NHS Lapid, Adela F.

1 and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 6, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ARA S. VELASCO
SCHOOL PRINCIPAL II
Pagalangang NHS, Dinalupihan, Bataan

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.