



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

DIVISION MEMORANDUM
NO. 259, S.2023

AUG 07 2023

CALL FOR APPLICATION FOR PROMOTION TO TEACHER II (SENIOR HIGH SCHOOL) POSITIONS IN SDO BATAAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary, Junior and Senior High School Heads
All Others Concerned

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING AND PAPER EVALUATION FOR PROMOTION TO TEACHER II (SENIOR HIGH SCHOOL) POSITION IN SDO BATAAN**, until August 11, 2023 at the Schools Division Office. The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later.

Position	Position Title (Parenthetical Title, if applicable)	Salary/Job/ Pay Grade	Place of Assignment
Teaching	Teacher II (Senior High School)	12	SDO Bataan

2. The qualification standards for the above-mentioned position is based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
TEACHER II ACADEMIC TRACK AND CORE SUBJECTS	Bachelor's degree major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher)
TEACHER II ART AND DESIGN TRACK	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in relevant subject	1-year relevant experience / industry work experience	4 hours of training relevant to the courses in the track	RA 1080 (Teacher)
TEACHER II SPORTS TRACK	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in relevant subject	1-year relevant experience / industry work experience	4 hours of training relevant to the courses in the track	RA 1080 (Teacher)



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TEACHER II TECHNICAL- VOCATIONAL LIVELIHOOD (TVL) TRACK	Bachelor's degree holder; or a graduate of technical- vocational course(s) in the area of specialization	None required	At least *NC II plus Trainer's Methodology Certificate (TMC) *Appropriate to the specialization	RA 1080 (Teacher)
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3. The assessment for Teaching positions shall be based on **DepEd Order No. 66, s. 2007** titled **Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**.
 4. Only in-service Senior High School Teachers I included in Enclosure 1 to this memorandum are allowed to join the ranking.
 5. All 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. Applicants shall submit one (1) copy of the following required documents enclosed in a brown expandable envelope:
 - 6.1 Letter of Intent addressed to the Schools Division Superintendent;
 - 6.2 Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - 6.3 Valid and updated PRC License/ID, if applicable;
 - 6.4 Certificate of Eligibility/ Rating, if applicable;
 - 6.5 Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
 - 6.6 Certificate/s of Training, if applicable;
 - 6.7 Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - 6.8 Latest Appointment, if applicable and;
 - 6.9 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure) notarized by authorized official.
- Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.
7. Other documents for the comparative assessment (Enclosure No. 3) based on DO 66, s. 2007 shall also be submitted. **Submission of additional documents after the deadline shall not be allowed.**
 8. Teachers with expired licenses shall automatically be disqualified. Unclaimed licenses are considered expired.



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9. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call and the Initial Evaluation Results (IER) shall be posted at depedbataan.com.
10. Qualified applicants shall bring the original copy of the documents/attachments and present these, as needed, to the HRMPSB during the paper evaluation and ranking.
11. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

References:

DO No. 66, s. 2007

To be included in the Perpetual Index
Under the following:
TEACHERS
HIRING
SCHOOLS
QUALIFICATIONS

AD5



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ENCLOSURE 1 TO DIVISION MEMORANDUM NO. ,s. 2023

NO.	NAME	SCHOOL
1	AGUILAR, MARIFE TARDIO	MARIVELES NATIONAL HIGH SCHOOL - SITIO MABUHAY
2	BELMONTE, RAQUEL PEREZ	BATAAN SCHOOL OF FISHERIES
3	FILIPINO, JAHARAH MANGALINDAN	MORONG NATIONAL HIGH SCHOOL
4	DECENA, ROSALIE CUISON	MARIVELES NATIONAL HIGH SCHOOL - SITIO MABUHAY
5	BUENAAGUA, ALYSSA SIBAL	JUSTICE EMILIO A. GANGCAYCO MHS
6	SANCHEZ, MONINA PANILO	MORONG NATIONAL HIGH SCHOOL
7	TAN, KRIS CAMILLE DAVID	LUAKAN NATIONAL HIGH SCHOOL
8	TOLIPAS, HONEY LYN TOLENTINO	BATAAN SCHOOL OF FISHERIES
9	TOLENTINO, KIMBERLY SANITA	MARIVELES NATIONAL HIGH SCHOOL - CAMAYA
10	CERJANO, DARIEN JOY LAGNAS	MORONG NATIONAL HIGH SCHOOL
11	FECHALIN, JUNELL SANTOS	MORONG NATIONAL HIGH SCHOOL
12	QUICHO, ROSE ANN INSIGNE	E.C. BERNABE NATIONAL HIGH SCHOOL
13	VISTAN, CREZELL FLORES	JUSTICE EMILIO C. GANGCAYCO MHS
14	GARCIA, ANGELO DUAZO	MORONG NATIONAL HIGH SCHOOL
15	SANTOS, RONA KATHLENE MENDOZA	MORONG NATIONAL HIGH SCHOOL
16	ATANACIO, JOSEFINA IGUICO	ORANI NATIONAL HIGH SCHOOL - PARANG PARANG
17	NUQUE, GEMI DE GUZMAN	ORANI NATIONAL HIGH SCHOOL - PARANG PARANG
18	QUILLOPE, LARISSA ALMAZAN	LIMAY NATIONAL HIGH SCHOOL
19	LAAG, RODANIE VILLAREZ	LAMAO NATIONAL HIGH SCHOOL
20	OLEGARIO, ROGELIO MANIPON	MARIVELES NATIONAL HIGH SCHOOL - SITIO MABUHAY
21	FLORES, REGINE PINEDA	PAGALANGGANG NATIONAL HIGH SCHOOL
22	OBDIN, SYLVESTER BRYAN NATAVIO	MARIVELES NATIONAL HIGH SCHOOL - SITIO MABUHAY
23	DAPITON, MICHELLE ATIENZA	MAGSAYSAY NATIONAL HIGH SCHOOL
24	LLENAREZ, KRISTINA PATRICIA VILLEGAS	NAGBALAYONG NATIONAL HIGH SCHOOL
25	MAULANIN, BELINDA EMPLEO	MARIVELES NATIONAL HIGH SCHOOL - CAMAYA
26	MANLAPID, LEXILYN CANARE	B. CAMACHO NATIONAL HIGH SCHOOL
27	MACALINAO, JHO ALISSON HIL LOPEZ	ORANI NATIONAL HIGH SCHOOL - MAIN
28	FLORES, JEREMY MINA	B. CAMACHO NATIONAL HIGH SCHOOL
29	MAGCALAS, REGINA MECAYER	JC PAYUMO MHS



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ENCLOSURE 2 TO DIVISION MEMORANDUM NO. _____, s. 2023

CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _____
Position Applied for: _____
Office of the Position Applied for: _____
Address: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission (To be filled out by applicant; Check if complied)	Verification (To be filled out by HRMO)	
			Status of Submission (Check if complied)	Remarks
a	Letter of intent			
b	CSC Form 212 (Revised 2017) in 2 copies with latest 2x2 picture			
c	Copy of Updated Eligibility			
d	Photocopy of the Performance Ratings in the last rating period(s) covering three(3) year performance prior to the assessment, if applicable			
e	Copy of rating (if teaching)			
f	Transcript of Records			
g	Certificate of Employment			
h	Certificate of Training			
i	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copy)			

Verified by: _____

Signature Over Printed Name

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath



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ENCLOSURE 3 TO DIVISION MEMORANDUM NO. ,s. 2023

EVALUATION CHECKLIST
(for Teacher II, Teacher III applicants)

Documents as contained in DepEd Order No. 66, s. 2007	Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
1. Performance Rating (IPCRF) SY 2022-2023 SY 2021-2022 SY 2020-2021			
2. Experience (Service Record)			
3. Outstanding Accomplishments			
a. Outstanding Employee Award			
b. Innovations			
c. Research and Development Projects			
d. Publications and Authorship			
e. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars			
4. Education and Training			
1. Education (TOR and/or Certification from College/University Registrar			
2. Certificates of Training (duration of 3 or more days) in the Last 5 Years			

Applicant:

Verified by:

Signature over printed name

Signature over printed name



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