



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

DIVISION MEMORANDUM
NO. 262, s.2023

AUG 10 2023

CALL FOR APPLICATIONS FOR VACANT TEACHING POSITIONS

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

1. This Office calls for the submission of pertinent papers relative to the conduct of the RANKING OF QUALIFIED APPLICANTS FOR TEACHING POSITIONS IN SDO BATAAN until **August 15, 2023 at their respective schools**. School heads are directed to forward the documents to the **SDO (Attention: Personnel Section)** until **August 17, 2023**.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
Teaching	Master Teacher I (TLE)	18	Bonifacio Camacho National High School
	Teacher III	13	
	Teacher II	12	
	Teacher III	13	Dr. Victoria B. Roman Memorial High School
	Teacher II	12	Limay National High School
	Teacher II (SHS)		Lamiao National High School
	Teacher III (SHS)	13	E.C. Bernabe National High School

2. The schedule and venue of the paper evaluation, behavioral event interview, and examinations shall be announced later through an advisory.
3. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
MASTER TEACHER I (SECONDARY)	Bachelor of Secondary Education (BSED) or bachelor's degree plus 18 professional units in Education with appropriate major; and	3 years relevant experience	None Required	RA 1080 (Teacher)



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CSC PRIME-HRM BRONZE AWARD
 CSC Resolution No. 700100

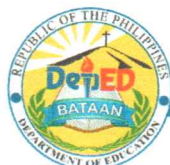
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	18 units for a master's degree in education or its equivalent			
TEACHER III (SECONDARY)	Bachelor of Secondary Education or bachelor's degree plus 18 professional units in Education with appropriate major	2-year relevant experience	None Required	RA 1080 (Teacher)
TEACHER II (SECONDARY)	Bachelor of Secondary Education or bachelor's degree plus 18 professional units in Education with appropriate major	1-year relevant experience	None Required	RA 1080 (Teacher)
TEACHER II (SHS)	Bachelor's degree with a major in relevant strands/subject; or any bachelor's degree plus at least 6 units towards master's degree in relevant strand/subject	None Required	None Required	RA 1080 (Teacher)
TEACHER III (SHS)	Bachelor's degree with a major in relevant strands/subject; or any bachelor's degree plus at least 12 units towards master's degree in relevant strand/subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area specialization	RA 1080 (Teacher)

4. The assessment for Teacher II and III 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***. Meanwhile, assessment for Master Teacher Positions shall be governed by **MEC Order 10, s. 1979** titled ***Implementing Rules and Regulations for the System of Career Progression for Public School Teachers***.
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. Applicants shall submit one 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;



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- 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 (Enclosure 1).

Folders (complete with side tabbing) shall contain the required documents and the other documents/ MOVs for the comparative assessment (Enclosure 2). Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.

7. **Teachers with expired licenses shall automatically be disqualified. Unclaimed licenses are considered expired.**
8. 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.
9. 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. However, **only originals of documents submitted on or before the deadline shall be entertained.**
10. Immediate and wide dissemination of this Memorandum is desired.


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

Encl.: as stated

References:

DO No. 66, s. 2007

MEC Order 10, s. 1979

To be included in the Perpetual Index

Under the following:

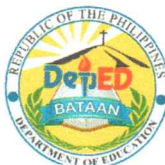
TEACHERS

HIRING

SCHOOLS

QUALIFICATIONS

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200400



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REGION III
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ENCLOSURE 1 TO DIVISION MEMORANDUM NO. _____, s. 2023

CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _____
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.

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

Name and Signature of Applicant

Person Administering Oath



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CSC PRIME-HRM BRONZE AWARD
CSC Recognition No. 14412014



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ENCLOSURE 2 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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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2013004



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EVALUATION CHECKLIST
(for Master Teacher I, Master Teacher II applicants)

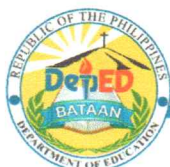
Leadership, Potential and Accomplishments per MEC Order No. 10s. 1979	Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
1. Introduced any of the following which has been adopted or used by the school or district			
a. Curriculum or Instructional Materials			
b. Effective Teaching Techniques			
c. Simplification of Work			
d. Income Generating Projects			
2. Subject Coordinator or Grade level chairman for at least one (1) year			
3. Chairman of a Special Committee such as Curriculum Study Committee			
4. Initiated Educational research activity duly approved			
5. Coordinator of community project/activity			
6. Organized/Managed an in-service training			
7. Trainer/Coach to Contestants who received prizes, commendations or any form of recognition			
8. Authorship			
9. Demonstration Teaching			

Applicant:

Verified by:

Signature over printed name

Signature over printed name



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200100