



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

DEC 08 2023

DIVISION MEMORANDUM
NO. 466, s.2023

CALL FOR APPLICATIONS FOR VACANT TEACHING AND RELATED TEACHING POSITIONS IN SDO BATAAN

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 **December 13, 2023 at their respective schools**. Schools are directed to forward the documents to the **SDO (Attention: Personnel Section)**.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
RELATED TEACHING	Guidance Counselor I	11	Balsik National High School
	Guidance Counselor II	12	JEAG Memorial High School
	Guidance Counselor III	13	Luakan National High School
TEACHING	Teacher III (Elementary)	13	Abucay District
	Teacher II (Elementary)	12	Samal District
	Teacher II (JHS)		Mariveles National High School – Batangas II
	Teacher II – TVL (Dressmaking)		Biaan Aeta Integrated School
	Teacher II – SHS		Balsik National High School
	Teacher II – TVL (ICT)		Luakan National High School
	Teacher II – TVL (ICT)		Orani National High School Main
	Teacher II – ACAD (MATH)		Lamiao National High School
	Teacher II – ACAD (MATH)		Pagalanggang National High School
	Teacher II – TVL (ICT)		Samal National High School
	Teacher II – TVL (Cookery)		Samal National High School
	Teacher II – TVL (SMAW)		Samal National High School
	Teacher II – HUMMS/ACAD (MATH)		Luakan National High - Annex
	Teacher II – ACAD (ENGLISH)		JC Payumo National High School

2. The schedule and venue of the paper evaluation, behavioral event interview, and examinations shall be announced later through an advisory.



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3. Based on Civil Service Revised Qualification Standards, the qualification standards for the vacant teaching positions for the abovementioned items are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
GUIDANCE COUNSELOR I	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor
GUIDANCE COUNSELOR II	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor
GUIDANCE COUNSELOR III	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor
TEACHER III (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER II (ELEMENTARY)	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) PBET /LET
TEACHER II (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)
TEACHER II ACADEMIC TRACK AND CORE SUBJECTS	Bachelor's degree 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 II ART AND DESIGN	Bachelor's degree 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 or 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 or industry work experience	4 hours of training relevant to the courses in the track	RA 1080 (Teacher)
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 NCII plus Trainer's Methodology Certificate (TMC) appropriate to the specialization	RA 1080 (Teacher)



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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, the assessment for Guidance Counselor positions shall be based on DepEd No. 007, S. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education.***
 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;
 - 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.



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9. Qualified applicants shall bring the original copy of the documents/attachments on the day of ranking and present these to the HRMPSB for verification purposes.
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

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

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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.

 Name and Signature of Applicant

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

 Person Administering Oath



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EVALUATION CHECKLIST
(for SPET I, Teacher II, Teacher III applicants)

Documents as contained in DepEd Order No. 66, s. 2007	Status of Submission <i>(to be filled out by the applicant; Check if submitted)</i>	Verification <i>(to be filled out by HRMO / Secretariat)</i>	
		Status of Submission <i>(check if complied)</i>	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