



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

FEB 23 2024

DIVISION MEMORANDUM
NO. 069, s.2024

CALL FOR APPLICATIONS FOR PROMOTION TO TEACHER II (SENIOR HIGH SCHOOL) 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 announces the **submission of pertinent papers** relative to the conduct of the **RANKING FOR PROMOTION TO TEACHER II (SENIOR HIGH SCHOOL) POSITIONS IN SDO BATAAN**, until **March 1, 2024**, at the Schools Division Office of Bataan. The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later through an advisory.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
Teaching	Teacher II (SHS)	12	Samal National High School - SHS
	Teacher II (FBS/Filipino)		Roosevelt National High School - SHS
	Teacher II (English)		Orani National High School (Pagasa) – SHS
	Teacher II (ACAD)		EC Bernabe NHS – SHS
	Teacher II (English, ICT)		Bataan School of Fisheries – SHS
	Teacher II (ACAD-Filipino, TVL-Garments, TVL-EIM)		Limay National High School – SHS
	Teacher II (HUMMS, ICT)		JEAG MHS – SHS
	Teacher II (HUMMS)		Pagalanggang National High School – SHS
	Teacher II (English)		Pablo Roman National High School – SHS
	Teacher II (Extension Position)		SDO Bataan

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



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

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
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)

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. Qualified Junior High School Teachers I are encouraged 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 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;



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

- 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).

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 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.**
9. After the 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. However, **only original documents submitted on or before the deadline shall be entertained.**
11. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
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

AD28



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

CHECKLIST OF BASIC REQUIREMENTS

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

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 the latest 2x2 picture			
c	Copy of Updated Eligibility			
d	Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years of performance before 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 (HRMO II): _____

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



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

EVALUATION CHECKLIST
(Teaching 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