



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 24, 2023

SCHOOLS DIVISION MEMORANDUM

No. 295, s. 2023

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS FOR
TEACHER II (SENIOR HIGH SCHOOL) POSITION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to Memorandum DM-OUHROD-2023-0922 titled *Omnibus Clarification and Guidance on DepEd Order No. 007, s. 2023 and Other Matters on Hiring Arrangements of Teachers* and DepEd Order No. 03, s. 2016 titled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, this Office through the Human Resource Merit Promotion & Selection Board (HRMPSB) announces the evaluation of applicants for vacant positions with the following details:

FOR TEACHER II (Senior High School)

Salary Grade / Salary: SG 12 – 349,980.00

Qualification Standards

Education: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject

Experience: None required

Training

For Academic: None required

For TVL: At least NC*II + TMC**I Appropriate to the specialization

Eligibility: LET/PBET

2. The said evaluation has the following timeline:

July 25 – August 2, 2023-	-	Submission and Receipt of Application Documents
August 4, 2023	-	Initial Evaluation of the Qualification of Applicants
August 7, 2023	-	Posting of the Results of Initial Evaluation
August 9, 2023, 9am onwards	-	Comparative Assessment of Applicants
August 10, 2023	-	Posting of the Results of Comparative Assessment of Applicants

*National Certificate

**Trainers Methodology Certificate



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3. Provisions of DepEd Order No. 3, s. 2016 shall govern the evaluation of applicants and filling-up of SHS Teacher II positions. Consistent with these guidelines, Section 2 under Part II (Scope) of DO 3, s. 2016 shall apply which states that:

“For applicants who are already teaching with the DepEd either in elementary or junior high school (JHS), DepEd Order No. 66, s. 2007 on the “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions” shall apply, except for “Part III. Computation of Points” of said DepEd Order. “Part IV. Evaluation Criteria and Computation of Points” of this Order shall apply instead.”

Such provision shall likewise apply to incumbents of SHS Teacher I position who may qualify for the position.


4. Interested applicants are advised to submit through the SDO Records Section the following documents on or before August 2, 2023, 5:00 p.m. Additional documents shall not be accepted after the said deadline.
- Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
 - Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility /Rating, if applicable;
 - Photocopy of 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 applicable;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of the Performance Rating, if applicable;
 - Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 1*), notarized by authorized official.
5. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be

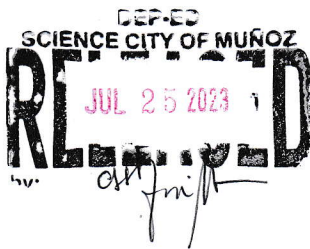


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usable for subsequent reference,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

6. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.
7. Kindly bring original documents on the day of evaluation for verification and other purposes.
8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 4.j), duly signed by the applicant.
9. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate and wide dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent





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Enclosure No. 1 to Schools Division Memorandum No. 295, s. 2023

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments; and Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.