



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

19 January 2023

DIVISIONAL MEMORANDUM

No. *020* , s. 2023

CONDUCT OF SELECTION FOR SENIOR EDUCATION PROGRAM SPECIALIST, MASTER TEACHER II, MASTER TEACHER I, HEAD TEACHER III, HEAD TEACHER I, PROJECT DEVELOPMENT OFFICER II, NURSE II, TEACHER III, TEACHER II, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE VI, ADMINISTRATIVE AIDE IV AND ADMINISTRATIVE AIDE III IN THIS DIVISION

To : Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Schools District Supervisor
 Public Elementary and Secondary School Heads
 All others concerned
 This Division

1. This Office announces the Conduct of Selection for **Senior Education Program Specialist, Master Teacher II, Master Teacher I, Head Teacher III, Head Teacher I, Project Development Officer II, Nurse II, Teacher III, TEACHER II, Administrative Officer II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI, Administrative Aide IV and Administrative Aide III** positions.

2. The selection for the said positions shall be based on MEC Order 10, s. 1979 for Master Teacher II, Master Teacher I and DepEd Order 66, s. 2007 for Senior Education Program Specialist, Head Teacher III, Head Teacher I, Project Development Officer II, Nurse II, Administrative Officer I, Teacher III, Teacher II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI, Administrative Aide IV and Administrative Aide III using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Master Teacher II (Secondary) OCNHS, OCSAT	19	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in education with appropriate major; and 24 MA units or its equivalent	4 hrs. relevant training	1 year as MT 1 or 4 years as Teacher III	RA 1080 LET/PBET
Senior Education Program Specialist	19	Bachelor's degree in Education or its equivalent and Completion of Academic	8 hours of relevant training	2 yrs experience in education research, development, implementation or	PBET; Teacher Career Service (Professional) Appropriate Eligibility for



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: deped1miz@gmail.com

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		Requirements for Master's degree relevant to the job		other relevant experience	Second Level Position
Master Teacher I (Elementary)	18	Bachelor in Elementary Education (BEED) OR BS plus 18 professional units in Education and 18 units for a MAED or its equivalent	None Required	3 years of relevant experience	RA 1080 LET/PBET
Head Teacher III (Elementary)	16	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours of relevant training	Head Teacher for 2 years; or Teacher in Charge for 2 years; or Teacher for 5 years	RA 1080 LET/PBET
Head Teacher I (Secondary)	14	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	24 hours of relevant training	Teacher In Charge (TIC) for 1 year; or Teacher for 3 years	RA 1080 LET/PBET
PROJECT DEVELOPMENT OFFICER II	15	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Nurse II	16	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nursing Licensure Exam)
Teacher III (Elementary)	13	Bachelor in Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 years of relevant experience	PBET/LET
Teacher III (SHS)	13	ACADEMIC TRACK - BS w/ a major in the rel. strand/subject; or any BS plus at least 12 units towards Master's degree rel strand/subject	ACADEMIC TRACK - 4 hrs of training rel to the subject area of specialization	ACADEMIC TRACK 1 yr of rel teaching or 1 yr of industry work exp	Applicants for a permanent appointment RA 1080 (teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-



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					time only); none required
Teacher II (Elementary)	12	Bachelor in Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 year of relevant experience	PBET/LET
Administrative Officer II (Human Resource Management Officer I)	11	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years studies in college	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
Administrative Assistant II (Administrative Assistant)	8	Completion of 2 years studies in college	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
ADMINISTRATIVE AIDE VI	6	Completion of 2 years studies in college	none required	none required	Career Service (Sub professional)
ADMINISTRATIVE AIDE IV	4	Completion of 2 years studies in college	none required	none required	Career Service (Sub professional)
ADMINISTRATIVE AIDE III	3	Completion of 2 years studies in college	none required	none required	Career Service (Sub professional)

3. All interested applicants shall submit the following documentary requirements to the designated officer, to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:



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- a. Letter of intent addressed to the Head of Office, or to the authorized officer designated by the Head of Office;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
 - d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - e. Photocopy of Service Record or Certificate of Employment, if applicable;
 - f. Photocopy of Certificates of Training, if applicable;
 - g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
 - h. Omnibus Sworn Statement;
 - i. Checklist of Requirements;
 - j. Other documents as maybe required.
4. The application documents shall be submitted **on or before February 1, 2023** to this Office, addressed to **JEAN G. VELOSO, Schools Division Superintendent, Department of Education, Schools Division of Ozamiz City**, through the HRMO, for initial evaluation. Schedule of activities shall be announced in separate memorandum.
5. Applicants of the previous ranking for the said position may submit letter of intent, with additional documents, if any, for updating of points.
6. All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion and ethnicity.
7. Immediate dissemination and compliance of this Memorandum is enjoined.


JEAN G. VELOSO
Schools Division Superintendent

AJS/DM – Conduct of Selection for SEPS, MT, HT, T III, T II, PDO, NURSE II, AO II, ADAS III, ADAS II, ADAVI, ADAVI AND ADAIII
/January 19, 2023



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