



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

06 July 2023

DIVISIONAL MEMORANDUM

No. *204* , s. 2023

**CONDUCT OF SELECTION FOR SENIOR EDUCATION PROGRAM SPECIALIST,
MASTER TEACHER II, MASTER TEACHER I, HEAD TEACHER III, HEAD
TEACHER II, PROJECT DEVELOPMENT OFFICER II, NURSE II,
TEACHER III, TEACHER II, ADMINISTRATIVE OFFICER II,
SPECIAL EDUCATION TEACHER I, ADMINISTRATIVE
ASSISTANT III, AND ADMINISTRATIVE ASSISTANT
II 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 II, Project Development Officer II, Nurse II, Teacher III, Teacher II, Administrative Officer II, Special Education Teacher I, Administrative Assistant III, and Administrative Assistant II** positions.

2. The selection for the said positions shall be based on **MEC Order 10, s. 1979** for Master Teacher II, and Master Teacher I, **DepEd Order 66, s. 2007** for Teacher III and Teacher II (Elementary), **DepEd Order 3, s. 2016** for Teacher III (SHS) and **DepEd Order 7, s. 2023** for Senior Education Program Specialist, Head Teacher III, Head Teacher II, Project Development Officer II, Nurse II, Administrative Officer I, Administrative Assistant III, Administrative Assistant II, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Senior Education Program Specialist	19	Bachelor's degree in education or its equivalent and Completion of Academic Requirements for Master's degree relevant to the job	8 hours of relevant training	2 yrs experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Master Teacher II (Elementary)	19	Bachelor in Elementary Education (BEED) OR BS plus 18 professional units in Education and 24 units for a MAED or its equivalent	4 Hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 LET/PBET



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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 II (Elementary)	15	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours of relevant training	Head Teacher for 1 year; or Teacher in Charge for 1 year; or Teacher for 4 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



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					hiring Applicants for a contractual position: None required Practitioners (part-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	RA 1080 LET/PBET
Special Education Teacher I	14	BS in Educ w/ specialization in Special Educ; or BSE w/ 18 units MA-SPED & 3yrs actual teaching in SPED/15 units MA-SPED w/ 4 yrs actual teaching in SPED/12 units MA-SPED & 5 yrs actual teaching in SPED; 9 units MA-SPED & 6yrs actual teaching in SPED(DO #7 & 22, s. 2015)	None Required	None Required	PBET/LET
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 Assistant II (Disbursing Officer II)	8	Completion of 2 years studies in college	4 hours in relevant training	1 year of relevant experience	CS Sub Prof / 1 st Level Eligibility



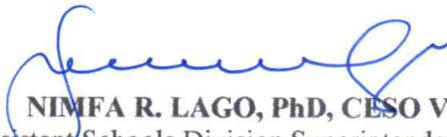
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3. All interested applicants shall submit the following documentary requirements to the designated officer, to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:
- Letter of intent addressed to the Schools Division Superintendent;
 - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - Authenticated copy of Certificate of Eligibility/Rating/License/ID;
 - Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - Photocopy of Service Record or Certificate of Employment, if applicable;
 - Photocopy of Certificates of Training, if applicable;
 - Photocopy of the Performance Rating covering three (3) years performance, if applicable;
 - Omnibus Sworn Statement;
 - Checklist of Requirements;
 - Other documents as may be required by the said guidelines.
4. The application documents shall be submitted **on or before July 20, 2023** to this Office, addressed to **NIMFA R. LAGO, PhD, CESO VI, Assistant Schools Division Superintendent, OIC, Office of the 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.



NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent

OIC, Office of the Schools Division Superintendent *pl*

AJS/DM – Conduct of Selection for SEPS, MT, HT, T III, T II, PDO, Nurse II, AO II, SPET I, ADAS III, ADAS II
/July 6, 2023



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