



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

24 November 2023

DIVISIONAL MEMORANDUM

No. **222**, s. 2023

**CONDUCT OF SELECTION FOR TEACHER II
FOR SENIOR HIGH SCHOOL**

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 calls for the submission of Applications for **Teacher II** position for Senior High School for Academic and TVL Track, until **December 11, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
TEACHER II (SENIOR HIGH SCHOOL)	12	ACADEMIC TRACK - BS w/ a major in the rel. strand/subject; or any BS plus at least 6 units towards Master's degree rel strand/subject	ACADEMIC TRACK - None Required	ACADEMIC TRACK - None Required	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-time only): none required
TEACHER II (SENIOR HIGH SCHOOL)	12	TECHNICAL VOCATIONAL LIVELIHOOD (TVL) TRACK - BS degree or completion of technical-vocational course/s	TVL TRACK - at least NC* II + TMC**I *appropriate to the specialization	TVL TRACK - 6 months of relevant teaching or 6 months of industry work experience	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



Address: IBJT Compound, Carangan, Ozamiz City
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		in the area of specialization			position: None required Practitioners (part-time only): none required
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3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (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. All available and eligible pertinent documents as stipulated in DepEd Order No. 66 s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/ Authorship and for having been a Resource Speaker.

4. For those **Senior High School Teacher I** applicants from the previous ranking, qualified for the said position may submit letter of intent, with additional documents, if any, for updating of points.

5. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anaclea A. Gacasan
	Eulalio S. Rupinta	Maricel D. Avila
	Lilibeth Y. Abamonga	(Head of School where the vacancy exist)
	Dorothy Joy B. Yting	Melanie G. Lagus
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador



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PANDONG

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6. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
December 5, 2023	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants, Personnel Unit and HRMPSB
December 11, 2023	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
December 12, 2023	Initial Evaluation of Documents	HRMO
December 14, 2023	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
December 18-20, 2023	Background Investigation	HRMPSB Secretariat
December 20, 2023	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
December 22, 2023	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

7. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

8. Immediate dissemination and compliance of this Memorandum is enjoined.


NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



References: As stated
To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENT SELECTION

AJS/DM – Conduct of Selection for Teacher II for SHS
November 24, 2023



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Enclosure No. 1 to Division Memorandum No. _____, s.2023

DUTIES AND RESPONSIBILITIES OF TEACHER II- (Senior High School)

DUTIES AND RESPONSIBILITIES
1. Prepares effective daily lesson plans.
2. Prepares visual aids and other devices for instruction.
3. Checks/records the attendance of the students.
4. Keeps parents informed on student's progress.
5. Sees to it that the students in his advisory section are provided with the necessary textbook when available.
6. Prepares and submits the necessary forms and reports for his advisory section. Form I, II, Form 137A, 138A, and 18a.
7. Keeps the anecdotal records of his students up-to-date.
8. Checks the payment of tuition fees of his students and keeps a record of the receipt numbers.
9. Implements rules and regulations.
10. Attends and participates in in-service education training and faculty meetings.
11. Executes and administration's school policies designed for the welfare of the students.
12. Keeps records of the students' performance.
13. Conducts the guidance services of his advisory section.
14. Maintains the cleanliness of his classroom, school facilities and equipment.
15. Implements the YCAP and other programs of the school.
16. Maintains membership in professional organizations.
17. Does related work.



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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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	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 and 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, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
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.