



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

6 March 2024

DIVISIONAL MEMORANDUM
 No. 086 , s. 2024

**CONDUCT OF SELECTION FOR TEACHER II (SECONDARY)
 FOR OZAMIZ CITY NATIONAL 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 Application for Teacher II Secondary position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “Guidelines in Recruitment, Selection and Appointment in the Department of Education”, using the following qualification standard per CSC QS Manual (1997), as follows:

| Position | SG | Education | Training | Experience | Eligibility | Place of Assignment |
|------------------------|----|---|---------------|-------------------------------|------------------|---------------------|
| Teacher II (Secondary) | 12 | Bachelor's degree in Secondary Education or bachelor's degree with 18 professional Education units with appropriate major | None required | 1 year of relevant experience | RA 1080 LET/PBET | OCNHS |

3. All interested applicants shall submit the following documentary requirements to this Division:

a. Letter of intent addressed to the Head of Office;



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy 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;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
 - ii. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

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

| Schedule | Activity/Output | In-Charge |
|-------------------------|---|------------------------------|
| March 12, 2024 | Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i> | Applicants and School HRMPSB |
| March 22, 2024 | Deadline for submission of pertinent documents to OCNHS | Applicants and School HRMPSB |
| March 26, 2024 | Initial Evaluation of Documents | School HRMO |
| March 27-April 12, 2024 | Posting of Selection Line-Up | School HRMO |
| April 4, 2024 | Background Investigation | School HRMPSB Secretariat |



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| | | |
|----------------|--|----------------------------------|
| April 16, 2024 | Interview/Deliberation en Banc/Further Evaluation | School HRMPSB & Applicants |
| April 17, 2024 | Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent | HRMPSB |

5. This Office shall observe the Equal Employment Opportunity Principle (EEO) 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.
6. 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

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

HIRING RECLASSIFICATION SELECTION

AJS/DM – CONDUCT OF SELECTION FOR TEACHER II FOR OZAMIZ CITY NATIONAL HIGH SCHOOL
___ /March 6, 2024



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