



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

15 April 2024

DIVISIONAL MEMORANDUM

No. *128* , s. 2024

**CONDUCT OF SELECTION FOR TEACHER II AND TEACHER III
 (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 announces the Conduct of Selection for **Teacher II & Teacher III positions** for Senior High School for Academic Track.
2. The ranking shall abide with the guidelines stipulated in DepEd Order 07, s. 2023, 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 III (SENIOR HIGH SCHOOL)	13	ACADEMIC TRACK - BS w/ a major in the rel. strand/subject; or any BS plus at least 12 units towards Master's degree relevant strand/subject	ACADEMIC TRACK - 4 hrs. of training relevant to the subject area of specialization	ACADEMIC TRACK 1 yr. of relevant teaching or 1 yr. 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 position: None required



Address: IBJT Compound, Carangan, Ozamiz City
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					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 Head of Office;
- 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:
 - i. 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
April 23, 2024	Orientation of Applicants via MS Teams / Google Meet	Applicants, Personnel Unit and HRMPSB



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April 26, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
April 30, 2024	Initial Evaluation of Documents	HRMO
May 3- May 17, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
May 7, 2024	Background Investigation	HRMPSB Secretariat
May 27, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
May 30, 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 (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.

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, ^{OC}

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

HIRING GUIDELINES SELECTION

AJS/DM – CONDUCT OF SELECTION FOR TEACHER II (SENIOR HIGH SCHOOL)
_____/April 15, 2024



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