



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

12 September 2024

DIVISIONAL MEMORANDUM

No. *261* , s. 2024

**CONDUCT OF SELECTION FOR SPECIAL EDUCATION TEACHER I
 (SPET I) FOR SCHOOL YEAR 2024-2025**

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

1. This Office calls for the submission of Applications for Special Education Teacher I (SPET I) position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
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 /Teacher RA 1080	DepEd Ozamiz



Address: IBJT Compound, Carangan, Ozamiz City
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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:
 - 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.

N.B. All documents prepared, endorsed and approved on any date after the posting of this memorandum shall not be credited. Hence, the applicant will not receive points on the concerned criterion.



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4. 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	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Head of the School where the vacancy exists	
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

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

Schedule	Activity/Output	In-Charge
September 20, 2024 PM	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
September 27, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
October 1-2, 2024	Initial Evaluation of Documents	HRMO
October 3-18, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
October 15-16, 2024	Background Investigation	HRMPSB Secretariat
October 21, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
October 24, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. 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



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on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. 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 *pl*

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

HIRING RECRUITMENT SELECTION

AJS/DM – Conduct of Selection for Special Education Teacher I
___ /September 12, 2024



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Enclosure No. 1 to Division Memorandum No. _____, s.2024

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

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DUTIES AND RESPONSIBILITIES
SPED Teacher I
1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/researches of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion
9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school



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