



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

14 July 2025

**DIVISIONAL MEMORANDUM**

No. **233**, s. **2025**

**ADDENDUM TO DIVISIONAL MEMORANDUM NO. 156, s. 2025**  
**(CONDUCT OF SELECTION FOR TEACHER III (SECONDARY) FOR OZAMIZ CITY SCHOOL OF ARTS AND TRADES)**

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. In reference to Divisional Memorandum No. 156, s. 2025, re: Conduct of Selection for Teacher III (Secondary) for Ozamiz City School of Arts and Trades, this Office formally notify all concerned that the timeline/schedule for the conduct of the selection process for Teacher III (Secondary) position is hereby rescheduled. The rescheduling is necessary due to the urgency of addressing the immediate need for an English major and Mathematics major teacher-applicant which requires prompt action and prioritization.

2. The ranking shall abide with the guidelines stipulated in **DepEd Order No. 20, s. 2024** using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Teacher III (Secondary)	13	Bachelor of Secondary (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years of relevant experience	RA 1080	OCSAT



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

- a. Letter of intent addressed to the Head of Office containing the following information:
  - i. Statement of purpose/ expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion;
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NCII), Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating.

(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);

- l. 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**), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 6733 and as further amended by RA No. 10755; and



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- m. Other documents as maybe required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

*N.B.* Guided by the policy of the Department to uphold the principles of *Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity* in the recruitment, selection, and appointment of personnel in the Department and in adherence to the internal policy and procedures set forth by the Human Resource Merit Promotion and Selection Board (HRMPSB) as provided in the existing resolutions, all documents prepared, endorsed and approved **on any date after the posting of this memorandum shall not be credited**. Hence, no points shall be given. Further, the reckoning period of the documents which shall be credited shall be from January-June 2024.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:
5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
July 18, 2025	Orientation of Applicants via Google Meet	Applicants and School HRMPSB
July 25, 2025	Deadline for submission of pertinent documents to the OCSAT	Applicants and School HRMPSB Secretariat
July 28, 2025	Initial Evaluation of Documents	School HRMO
July 29, 2025 to August 14, 2025	Posting of Selection Line-Up	HRMO, School HRMPSB Secretariat
August 1, 2025	Background Investigation	School HRMPSB Secretariat
August 18, 2025	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants
August 19, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	School HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and



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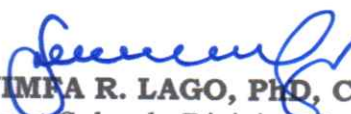




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actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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  
186

References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
HIRING RECRUITMENT SELECTION  
AJS/DM – Conduct of Selection for Teacher III (Secondary)  
— /July 14, 2025



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