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

DepEd
Ozamiz City
RELEASED
By:
Date: 9/10/26

September 7, 2026

DIVISION MEMORANDUM
No. 429, s. 2026

CONDUCT OF SELECTION FOR TEACHER III AND TEACHER II (SECONDARY) POSITIONS

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

1. This Office calls for the submission of Application for Teacher III and Teacher II (Secondary) positions for Ozamiz City National High School.

2. The ranking shall abide with the guidelines stipulated in *DepEd Order No. 021, s. 2024, DepEd Order No. 019, s. 2025 and DepEd Order No. 034, s. 2025* using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Teacher III (Secondary) OSEC-DECSB-TCH3-660099-2000, OSEC-DECSB-TCH3-660251-2005, OSEC-DECSB-TCH3-660249-2005, OSEC-DECSB-TCH3-664328-1998, OSEC-DECSB-	13	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Ozamiz City National High School

TCH3-660247-2005, OSEC-DECSB-TCH3-660164-2001						
Teacher II (Secondary) OSEC-DECSB-TCH3-660208-2020, OSEC-DECSB-TCH2-660206-2020, OSEC-DECSB-TCH2-660077-2000	12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)	Ozamiz City National High School

3. All interested applicants shall submit the following documentary requirements to Ozamiz City National High School:

a. Letter of intent addressed to the Head of Office;
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with Work Experience Sheet, if applicable;
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.

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 2026.

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

Schedule	Activity/Output	In-Charge
September 14, 2026 @ 3pm	Orientation of Applicants via Google Meet	Applicants and HRMPSB
September 18, 2026	Deadline for submission of pertinent documents to Ozamiz City National High School	Applicants and HRMPSB Secretariat
September 20-23, 2026	Initial Evaluation of Documents	HRMO
September 24, 2026	Posting of Selection Line-Up	HRMO,HRMPSB Secretariat
	Background Investigation	HRMPSB Secretariat
October 12-14, 2026	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
October 15, 2026	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.

DIONESIO L. LIWAGON JR., 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

AMY/DM – Conduct of Selection for Teacher III and Teacher II (Secondary)
___ /September 7, 2026