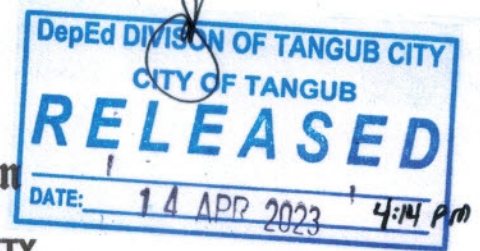




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



April 03, 2023

DIVISION MEMORANDUM
 No. 106, s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 VACANT POSITIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. This Office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Training	Experience	Eligibility
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080
Nurse II	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080
Guidance Counselor	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education	None Required	2 years of relevant experience	PBET/RA 1080 (Teacher)
Master Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education, and 24 units for Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	RA 1080 (Teacher)



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 Telephone: (088) 530 - 5988



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2. This office strictly adopts the Equal Opportunity Principle (EOP). Thus, any interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation must submit their **letter of intent** indicating their contact number on or before **April 17, 2023**.

3. Qualified applicants for Medical Officer III and Nurse II shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "*Guidelines on Recruitment, Selection and Appointment in the Department of Education*" to wit;

CRITERIA	Breakdown of Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
Total	100

4. Applicants shall submit two sets of written application addressed to **Lorena P. Serrano, CESO VI**, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee supported by the documents stated below on or before **April 24, 2023**. Documents shall be arranged in the following order, to wit:

For Medical Officer III , Nurse II and Guidance Counselor (per DO No. 7, s. 2023)

- a) Checklist of Requirements and Omnibus Sworn Statement
- b) Letter of intent addressed to the HRMPSB Chairperson;
- c) Duly accomplished Personal Data Sheet (PDS)
CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d) Photocopy of valid and updated PRC License/ID Card
- e) Certificate of Eligibility /Report of Rating;
- f) Transcript of Records with Special Order and Diploma;
- g) Certified photocopy of Certificates of relevant Trainings attended;
- h) Updated Service Record/Certificate of Employment;
- i) Certified photocopy of latest approved appointment;
- j) Certified photocopy of Performance Rating for the last rating period covering one (1) year performance;
- k) Means of verification (MOV) showing outstanding accomplishments, application of Education and application of Learning and Development;
- l) Other documents relevant to the applied positions.





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For Teacher III Elementary (per DO No. 66, s. 2007)

- a) Letter of Intent;
- b) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c) Certified photocopy of last approved appointment;
- d) Certified photocopy of Performance Rating for the last three years;
- e) Updated Service Record;
- f) Outstanding Accomplishments;
 - a. Outstanding Employee Award
 - b. Innovations
 - c. Research and Development Projects
 - d. Publication/Authorship
 - e. Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g) Transcript of Records with Special Order and Diploma;
- h) Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships attended;
- i) Photocopy of PRC License Card, Certificate of Rating/Eligibility;
- j) Other documents relevant to the applied positions.
- k) Omnibus Certification of Authenticity and Veracity of Documents.

For Master Teacher II Elementary (per MEC Order No. 10, s. 1979)

- a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- b. Transcript of Records with Special Order and Diploma.
- c. Certified photocopy of Performance Rating for the last three years.
- d. Demonstration Teaching.
- e. Curriculum or instructional materials.
 - Effective teaching technique or strategies.
 - Simplification of work as in reporting system, record keeping etc., or procedures that resulted in cost production.
 - A worthwhile income generating project for pupils given recognition by higher officials in the division.
- f. Document served as subject coordinator or grade chairman for at least one year, or as adviser of school publication or any science club, etc.
- g. Document served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently.
- h. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare.



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- i. Coordinator of community project or activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years.
 - j. Organized/managed an in-service activity or other similar activities at least on school level.
 - k. Credited with meritorious achievements.
 - l. Authorship
 - m. Omnibus Certification of Authenticity and Veracity of Documents
6. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a table of contents.
- Each sheet must bear a page number.
 - Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l.) shall be at the bottom of the documents.
 - The original copies of the documents shall be brought during the interview / deliberation.
 - Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be ground for disqualification.** No additional documents will be accepted beyond the deadline.
8. Enclosed are the following:
- a. Enclosure No. 1 – Schedule of activities related to Ranking
 - b. Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)





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Enclosure No.1 to Division Memorandum No. 106 s. 2023

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION,
AND SELECTION**

- April 17, 2023 - Deadline of submission of letter of Intent
April 18, 2023 - Virtual Orientation of Teacher Applicants

POSITION	LINK	SCHEDULE
Medical Officer III	https://bit.ly/ORIENTATION_DepedOrder7	9:00-9:30 am
Nurse II		
Guidance Counselor		
Teacher III (Elementary)	https://bit.ly/TEACHER_3	9:30-10:00 am
Master Teacher II	https://bit.ly/MASTER_TEACHER	10:00-10:30 am

- April 24, 2023 - Deadline of Submission of Pertinent Documents
April 25-28, 2023 - Authentication and Initial Evaluation of Documents
May 02, 2023 - Posting of Initial Evaluation Report (IER)
May 03-5, 2023 - Clarification of Data in IER by the applicants
May 08, 2023 - Release of Annex E (Qualification Notice) and Annex F (Disqualification Notice) to the applicants



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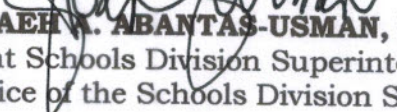


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II. INTERVIEW AND EVALUATION OF DOCUMENTS

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
Medical Officer III	May 9, 2023 @ 08:30 am-11:30 am	Division Office Conference Hall
Nurse II		
Guidance Counselor		
Teacher III (Elementary)	May 9, 2023 @ 01:30 pm-5:00 pm	
Master Teacher II (Elementary)		

9. Immediate dissemination and strict compliance with this Memorandum are desired.


SHAMBAEH H. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SAAU/GCB/04-03-2023
To be indicated in the Perpetual Index
Under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



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