



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



August 02, 2023

DIVISION MEMORANDUM
 No. 243, 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
Administrative Assistant II (Disbursing Officer II)	Completion of two year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Guidance Counselor II	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units	None Required	1 years of relevant experience	PBET/RA 1080 (Teacher)



Address: Anecito Siete St. Mantic, Tangub City
 Telephone: (088) 530 - 5988



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Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units	None Required	2 years of relevant experience	PBET/RA 1080 (Teacher)
Master Teacher I (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional units in Education & 18 units for Master's degree in Education or its equivalent	None Required	3 years relevant experience	PBET/RA 1080 (Teacher)

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 shall submit their **letter of intent** indicating their contact number on or before **August 31, 2023**.

3. Qualified applicants for Administrative Assistant II, Administrative Assistant III, Medical Officer III and Guidance Counselor 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		
	Administrative Assistant II and Administrative Assistant III	Guidance Counselor II	Medical Officer III
Education	5	10	5
Training	5	10	10
Experience	20	10	15
Performance	20	20	20
Outstanding Accomplishments	10	10	10
Application of Education	10	10	10
Application of Learning and Development	10	10	10
Potential (Written Exam, BEI)	20	20	20
Total	100	100	100





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4. Applicants for Teacher II and Teacher III shall be guided by DepEd Order No. 66, s. 2007, re: “*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions*” and MEC Order No. 10, s. 1979, re: “*Implementing Rules and Regulations for the System of Career Progression for Public School Teachers*” for Master Teacher I.

5. Applicants shall submit two (2) 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 **September 13, 2023**. Documents shall be arranged in the following order, to wit:

For Administrative Assistant II, Administrative Assistant III, Guidance Counselor II and Medical Officer III (per DepEd Order No. 7, s. 2003)

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS)
 - i. 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.

For Teacher II and Teacher III Elementary (per DepEd Order 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;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia





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- 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 I 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;
- c. Certified photocopy of Performance Rating for the last three years.
- d. Demonstration Teaching Certificate;
- e. Documents to support 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. Supporting documents as subject coordinator or grade chairman for at least one year, or as adviser of school publication or any science club, etc.
- g. Supporting documents 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. Evidences to support initiated or headed educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare.
- i. Evidences to support coordinatorship 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. Documents to support of an organized/managed in-service activity or other similar activities at least on school level.
- k. Certificate for 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.





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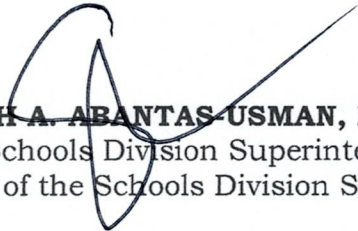
- Each sheet must bear a page number.
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l.) shall be at the bottom of the documents.
- The original copies of the documents shall be brought during the interview / deliberation.
- Only the 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)

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


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

SAAU/LMCB/08-02-2023

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



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Enclosure No.1 to Division Memorandum No. 243 s. 2023

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

- August 31, 2023 - Deadline of submission of letter of Intent
- September 5, 2023 - Virtual Orientation of Applicants

POSITION	LINK	SCHEDULE
Administrative Assistant II	https://bit.ly/NONTEACH	1:30 – 2:30 pm
Administrative Assistant III		
Guidance Counselor II		
Medical Officer III		
Teacher II (Elementary)	https://bit.ly/T2_T3	2:30 – 3:00 pm
Teacher III (Elementary)		
Master Teacher I (Elementary)	https://bit.ly/MTELEM	3:00 – 3:30 pm

- September 13, 2023 - Deadline of Submission of Pertinent Documents
- September 14-19, 2023 - Initial Evaluation of Documents
- September 20-22, 2023 - Posting of Initial Evaluation Report (IER)
- September 25-27, 2023 - Applicants are given 3 days to clarify their data in the IER
- September 28-29, 2023 - Release of Annex E (Qualification Notice) and Annex F (Disqualification Notice) to the applicants





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INTERVIEW AND EVALUATION OF DOCUMENTS

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
Administrative Assistant II	October 3, 2023 @ 08:30 am-11:30 am	Division Office Conference Hall
Administrative Assistant III	October 3, 2023 @ 01:30 pm-4:30 pm	
Guidance Counselor II	October 4, 2023 @ 08:30 am-11:30 am	
Medical Officer III		
Teacher II (Elementary)		
Teacher III (Elementary)	October 4, 2023 @ 01:30 pm-4:30 pm	
Master Teacher I (Elementary)	October 5, 2023 @ 8:30 am- 11:30 am	



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.