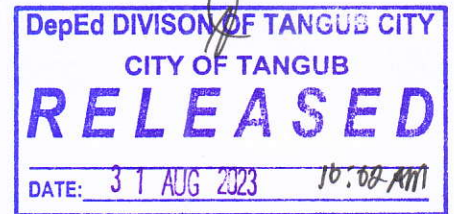




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



August 29, 2023

DIVISION MEMORANDUM
No. 286, s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 243, S. 2023
RE: 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. Relative to the issued Division Memorandum No. 243, s. 2023 dated August 2, 2023 entitled "RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS", this office hereby announces recruitment and selection of applicants for the additional vacant position and the qualification standards stated below, to wit:

Position	Education	Training	Experience	Eligibility
Special Education Teacher I (Elementary)	Bachelor's Degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)

2. Applicants shall submit their **letter of intent** indicating their contact number on or before **September 4, 2023**.

3. Applicants for Special Education Teacher I 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*".

4. 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:



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



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Special Education Teacher I (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
 - 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.
5. Enclosed is the Schedule of activities related to this Ranking.
6. Other provisions of the said Memorandum are still in effect.
7. 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/08-29-2023
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. 286 s. 2023

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

- September 4, 2023 - Deadline of submission of letter of Intent
September 5, 2023 - Virtual Orientation of Applicants

POSITION	LINK	SCHEDULE
Special Education Teacher I (Elementary)	https://bit.ly/T2_T3	2:30 – 3:00 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

INTERVIEW AND EVALUATION OF DOCUMENTS

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
Special Education Teacher I	October 4, 2023 @ 08:30 am-11:30 am	Division Conference Hall



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