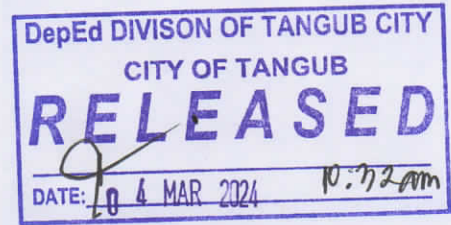




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



February 29, 2024

DIVISION MEMORANDUM
 No. 84, s. 2024

**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
Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education	None Required	1 years of relevant experience	PBET/RA 1080 (Teacher)
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)
School Principal I (Elementary)	Bachelor's degree in Elementary Education (BEED) or Bachelor's Degree with 18 Professional Education units	40 hours of relevant training	Head Teacher for 1 year or Teacher in Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	PBET/RA 1080 (Teacher)



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Administrative Assistant I (Secretary I)	Completion of 2 Years Studies in College	None Required	None Required	Career Service (Subprofessional First Level Eligibility)
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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 shall submit their **letter of intent** indicating their contact number on or before **March 8, 2024**.

3. Below is the schedule of the **online orientation** for applicants via Microsoft Teams.

POSITION	SCHEDULE	LINK
Teacher II & Teacher III	March 15, 2024 9:00 AM	bit.ly/T1-T2-ORIENTATION
School Principal I & Admin. Assistant I	March 15, 2024 9:30 AM	bit.ly/SP1-ADAS1-ORIENTATION

4. Below is the schedule of the **face-to-face interview and documents assessment**.

POSITION	SCHEDULE	VENUE
Teacher II & Teacher III	April 02, 2024 9:00 AM-4:30 PM	Mini-Conference Room Division Office
School Principal I & Admin. Assistant I	April 03, 2024 9:00 AM-4:30 PM	

5. Qualified applicants for School Principal I and Administrative Assistant I 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;



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CRITERIA	Breakdown of Points	
	Administrative Assistant I	School Principal I
Education	5	10
Training	5	10
Experience	20	10
Performance	20	25
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	15
Total	100	100

6. 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.

7. Applicants shall submit two (2) sets of written application addressed to **Erlinda G. Dael, Phd, CESE**, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee supported by the documents stated below on or before **March 22, 2024**.

8. Documents shall be arranged in the following order, to wit:

**For School Principal I and Administrative Assistant I
(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;



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- 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
- 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.

9. 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-1.) 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.

10. 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 grounds for disqualification.** No additional documents will be accepted beyond the deadline.



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11. Enclosed are the following:
 - a. Enclosure No. 1 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)
12. Immediate dissemination and compliance with this Memorandum are desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shamb*

SAAU/GCB/02-29-2024

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



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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 to the highest human resource officer designated by the Head of Office			
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.	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 assessment, 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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	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