



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 005, s. 2024

JAN 0,5 2024

**APPLICATION FOR VACANT TEACHER II AND III POSITIONS
IN THE SENIOR HIGH SCHOOL**

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Secondary School Heads
All Others Concerned

1. This is to announce to the field the start of the acceptance of applications and pertinent documents of all interested qualified applicants for Teacher II and III positions.
2. The selection process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. Below is the table of qualification standards of the said positions:

Position/SG	Education	Training	Experience	Eligibility
Teacher III, SG 13 (Mathematics , Science)	Bachelor's degree majoring in the relevant strand/ subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	4 hours of training relevant to the subject area specialization	1-year of relevant teaching/industry work experience	<ul style="list-style-type: none">• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring• Regular applicants



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Teacher III, SG 13 (ICT)	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	1-year relevant teaching or 1 year of industry work experience	for a contractual position: None required • Practitioners (parttime only): None required
Teacher II, SG 12 (SMAW, Cookery, EIM, Agriculture)	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months relevant teaching or 6 months of industry work experience	
Teacher II, SG 12 (English, Science, Mathematics, Social Science, MAPEH)	Bachelor's degree majoring in the relevant strand/subject ; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None Required	None Required	

4. The table below shows the place of assignment of the vacant teaching positions and the number of vacancies available for filling up:

School	Vacant Position	Item Number	Specialization
Bantayan NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420014-2018	Agriculture
Baras Diutay NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420015-2018	Science



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Camansi NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420015-2019	Social Science
Carol-an NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420460-2016	Filipino
	Teacher II	OSEC-DECSB-TCH2-420461-2016	Social Science
Florentino Galang Sr. NHS-SHS	Teacher III	OSEC-DECSB-TCH3-420356-2016	Mathematics
	Teacher III	OSEC-DECSB-TCH3-420363-2016	ICT
	Teacher II	OSEC-DECSB-TCH2-420471-2016	MAPEH
	Teacher II	OSEC-DECSB-TCH2-420483-2016	English
Hinapunan IS-SHS	Teacher II	OSEC-DECSB-TCH2-420549-2023	Filipino
	Teacher II	OSEC-DECSB-TCH2-420550-2023	English
Kabankalan NHS-SHS	Teacher III	OSEC-DECSB-TCH3-420367-2016	Mathematics
	Teacher II	OSEC-DECSB-TCH2-420551-2023	SMAW
	Teacher II	OSEC-DECSB-TCH2-420552-2023	English
	Teacher II	OSEC-DECSB-TCH2-420553-2023	MAPEH
	Teacher II	OSEC-DECSB-TCH2-420554-2023	Filipino
Locotan NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420555-2023	Science
	Teacher II	OSEC-DECSB-TCH2-420556-2023	Filipino



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Magballo NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420557-2023	English
	Teacher II	OSEC-DECSB-TCH2-420558-2023	Filipino
Salong NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420559-2023	Filipino
	Teacher II	OSEC-DECSB-TCH2-420560-2023	Social Science
Tabugon NHS-SHS	Teacher III	OSEC-DECSB-TCH3-420368-2016	Science
	Teacher II	OSEC-DECSB-TCH2-420561-2023	Cookery
Talubangi NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420562-2023	Science
	Teacher II	OSEC-DECSB-TCH2-420563-2023	ICT
Tan-awan NHS-SHS	Teacher II	OSEC-DECSB-TCH2-422243-2017	Science
Tapi NHS-SHS	Teacher II	OSEC-DECSB-TCH2-420564-2023	SMAW
	Teacher II	OSEC-DECSB-TCH2-420565-2023	EIM
	Teacher II	OSEC-DECSB-TCH2-420650-2022	Cookery
	Teacher II	OSEC-DECSB-TCH2-422212-2017	English

5. All interested qualified applicants shall submit to the Division Records Unit the following required documents in one (1) set with ear tabs not later than **January 25, 2024**:

- Letter of intent addressed to the Schools Division Superintendent specifying the **school, position, and specialization** applied for;
- Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;



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- 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, (Valid NC and TMC if applicable);
- g. Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last three rating periods covering:
 - SY 2022-2023;
 - SY 2021-2022; and
 - SY 2020-2021
- 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 (Enclosure No. 1) – 4 copies;
- 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

6. Interested qualified applicants must indicate in their application letter the position they are applying for and the school where the vacant position belongs to.

7. Application letters which fail to specify the details on the school, position, and specialization applied for shall not be honored.

8. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Division Records Unit.

9. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification.

10. Below is the prescribed indicative timeline of activities for this recruitment which is subject to change should unforeseen circumstance/s arise that may be beyond the control of the HRMPSB:

Activity	Date	Venue	In-Charge
Acceptance of Applications	January 5, 2024 – January 25, 2024	Division Records Unit	Records Officer



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
 Telephone Number: 471-2454 | 471-2003
 E-mail: kabankalan.city001@deped.gov.ph



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Document Validation	January 25 – February 5, 2024	Division Conference Hall	HRMPSB
Interview of Applicants/Open Ranking	February 6-12, 2024	Division Conference Hall	HRMPSB
Submission of Comparative Assessment Results by the Division HRMPSB	February 13, 2024	OSDS	HRMPSB
Posting of Comparative Assessment Result	February 14, 2024	Division Website and other conspicuous places	HRMO

11. The qualification and potential of the applicants for the above-mentioned positions shall be evaluated based on the criteria provided for in DepEd Order No. 66, s. 2007 clarified as follows:

<p>Performance: 35 points for Teaching and Related Teaching Group</p> <p>As stipulated, the performance rating of a candidate for the last three (3) rating periods prior to screening should be at least Very Satisfactory, thus, a candidate with a <i>Satisfactory or Lower</i> rating for the rating periods specified will be disqualified.</p> <p>For this purpose, every time a division memorandum regarding the conduct of the selection process is issued, the same must include among other information, the rating periods which will be creditable. Failure on the part of the candidate to submit a performance rating for a rating period as specified shall be a basis for disqualification and shall be strictly implemented.</p> <p>Candidates are required to submit among other documents individual performance ratings for the specified rating periods duly recommended for approval by his/her immediate superior and approved by the proper approving authority. Performance Ratings that are not approved will be construed as non-compliance, thus, a basis for disqualification.</p> <p>To determine the creditable performance ratings, it shall be the day of the screening reckoned to the date of the last promotion, i.e. A candidate promoted March 2019</p>
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submits for the July 2020 screening, only one performance rating will be credited (Performance rating 2019-2020) divided by 3 notwithstanding the fact that the candidate submitted three performance ratings.

The computation of the points for Performance shall be as follows:

Case 1: All performance ratings are creditable

$$(PR1 + PR2 + PR3)/15 * 35$$

Case 2: Only 1 or 2 of the 3 performance ratings is/are creditable:

$$(PR1)/15 * 35 \text{ or } (PR1 + PR2)/15 * 35$$

Experience: 5 points for Teaching and Related Teaching Group

Experience is defined as that experience related to the duties and functions of the position to be filled. As distinguished from the Experience component in the Qualification Standards which only determines the eligibility of a candidate to participate in the selection process for a particular position, Experience as a criterion where points will be assigned refers to those experiences of the candidate of having actually performed on official capacity the duties and responsibilities of the position applied for.

The allocation of points for Experience shall be based on the following computation:

- 1 year - 1 point
- 1 month - 0.08 point
- *1 month = 30 days

Outstanding Accomplishments: 20 points for Teaching and Related Teaching Group

Outstanding Employee Award (4 points)

Determination of points shall be based on documentary evidences such as certificates.

Certifications must satisfy the following before it is credited to the candidate:

1. Must be labeled Certificate of Merit/Award/Recognition
2. Must contain the Name of the Candidate NOT the name of the school
3. Must be dated after the last promotion
4. Must be original or certified true copy
5. Must correspond to the current position of the candidate, i.e. if the candidate is a teacher, the certificate must cite him/her as outstanding teacher, if he or she is a principal then the certificate must cite him/her as outstanding principal.

A candidate who is a nominee for outstanding employee award at a particular level (e.g. Division level) but was not recognized among the major awardees shall be given the point corresponding to the next lower level (i.e. District level)



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Awards given in different years or by different levels will be given separate points, thus a candidate can accumulate points for every award but not to exceed the maximum number of points allocated for this criterion.

Example: The total number of points of a candidate who received an outstanding employee award at the school level for 3 consecutive years and another outstanding employee award at the division level will be computed as $1 + 1 + 1 = 3$
Using DepEd Order No. 66 s. 2007, if the candidate is applying for a teaching and related teaching position, he/she will get a maximum of 4 points since this is the ceiling for this criterion

School / District Awardee - 1 pt
Division Awardee - 2 pts
Regional / Provincial Awardee - 3 pts
National / International Awardee - 4 pts

Innovation (4 points)

Innovation is defined as an innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official.

Examples of such works are but not limited to student tracking system, teaching strategies, drop-out interventions, remedial interventions, curriculum materials, systems to improve internal effectiveness and efficiency, etc. Each innovation implemented will be given the equivalent points but not to exceed the maximum.

It must be emphasized that innovation as well as action research is usually disruptive of the regular teaching-learning contact time that prior approval from the Schools Division Superintendent must be sought. No innovation or action research without the proposal approved by the Schools Division Superintendent will be credited.

Conceptualized/ Started Implementation - 1 pt
Fully implemented in the School - 2 pts
Adopted in the District - 3 pts
Adopted in the Division - 4 pts

Research and Development Projects (4 points)

These are action researches that are properly documented, approved by immediate chief and attested by authorized regional/division/district official. Each research conducted will be given the equivalent points but not to exceed the maximum.

The action research must have a direct impact on the improvement of the teaching-learning process and governance and operations such that it is beneficial to the learners, teachers, school heads and the school community.



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It must be emphasized that innovation as well as action research is usually disruptive of the regular teaching-learning contact time that prior approval from the Schools Division Superintendent must be sought. No innovation or action research without the proposal approved by the Schools Division Superintendent will be credited.

Also, researches or thesis conducted by the candidate as part of the requirements in graduate school **will not be credited**.

The points for this sub-component shall be as follows:

Conducted in the Classroom – 1 pt

Conducted in the School - 2 pts

Conducted in the District - 3 pts

Conducted in the Division Level: 4 pts

Publication/ Authorship (4 points)

Articles to be credited must be published in a journal, magazine, newspaper of wide circulation (province-wide). Books should be copyrighted with International Standard Book Number issued by the National Library and must be made available to the public by sale. Actual articles and books must be submitted.

Articles must be directly related to the educational system, educational management, teaching-learning process, classroom management strategies, and current issues confronting the basic education sector.

Article: 1 pt for every article published Co-Authorship of a book: 4pts/number of authors (min of 1 pt)

Sole Authorship of a book: 4 pts

Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia (4 points)

Consultancy or Speakership may be a public or private engagement where a person, qualified by appropriate education, training and relevant experience, is tapped to render services in trainings, seminars, workshops, or symposia because of his/her expertise in the content and/or process in the said activities.

For a candidate to be given points in this sub-component he/she must submit Certificates of Recognition or Certificate of Merit citing him/her as a Consultant, Resource Speaker, Lecturer or Trainer. Each consultancy/speakership will be given the equivalent points but not to exceed the maximum.

The candidate's credibility to be a resource speaker/consultant on a particular topic shall be validated through his/her current position or transcript of records or any certification/licenses that qualifies him/her as an expert on the topic. If this cannot be established after careful deliberation by the HRMPSB, no point shall be given to the candidate notwithstanding his/her submission of the above-mentioned certificates.



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School/District Level: 1 pt
Division Level: 2 pts
Regional Level: 3 pts
National/International: 4 pts

Education: 25 points for Teaching and Related Teaching Group

The HRMPSB shall objectively appraise a candidate's qualification. It is required that candidates submit among other documents, an Official Transcript of Records clearly stipulating that the candidate was indeed graduated.

For completion of academic requirements of a Master's or Doctorate degree, a certification by the registrar must be presented. Without such documents the HRMPSB shall be constrained to disqualifying the candidate despite popular knowledge of the latter's educational attainment is such is part of the Qualification Standards.

Where applicable, a Bachelor of Laws degree is to be evaluated as equivalent to a Master's degree.

CAR MA: 10 pts
Master's Degree: 15 pts
Complete Academic Requirements for Doctoral Degree: 20 pts
Doctoral Degree: 25 pts

Training: 5 points for Teaching and Related Teaching Group

Candidates are required to submit Certificates of Participation of trainings/seminars/workshops attended. Such activities must be conducted for three (3) or more days in order to be credited.

For the district, division, and regional levels, the participant must be able to present at least three (3) certificates for a particular level (e.g. division level) in order to get the allocated points for that level, otherwise no point will be given. The maximum points garnered by a candidate for each level will be summed up but the total points to be given to the candidate shall not exceed the maximum points allocated for this criterion.

Example: A candidate for a principal position presented 2 Division Level Certificates (3 days each), 4 Regional Level Certificates (3 days each); 1 5-day National Level Certificate. The points shall be computed as follows:

Division 2 certificates = 0; Region 4 certificates = 3 points; National 1 certificate = 4 points, therefore $3 + 4 = 7$ but will only be given 5 points since this the maximum number of points allocated for this criterion as per DepEd Order No. 66, s. 2007.



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For International trainings only those conducted by SEAMEO-INNOTECH or those sanctioned by the Department of Education through a memorandum or an advisory shall be credited. The candidate shall be required to attach the DepEd Memorandum/Advisory regarding the training as well as an approved authority to travel for such purpose.

Provincial level trainings shall be evaluated as equivalent to a regional level training.

Participant in a specialized training e.g. Scholarship Programs, Short Courses, Study Grants – 1 point for every month of attendance not to exceed the maximum

District Level (3 or more Certificates): 1 pt
Division Level (3 or more Certificates): 2 pts
Regional Level (3 or more Certificates): 3 pts
National Level (1 Certificate): 4 pts
International Level (1 Certificate): 5 pts

Chair/Co-Chair in a technical/planning committee
School/District Level: 1 pt
Division Level: 2 pts
Regional Level: 3 pts
National Level: 4 pts
International Level: 5 pts

Psychosocial Attributes: 5 points for Teaching and Related Teaching Group

These refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychosocial aspects include the way a person perceives things, ideas, beliefs, and understanding and how he/she acts and relates these things to others and to social situations.

Factors

- 1. Communication Skills – 1 pt*
- 2. Ability to Present Ideas – 1 pt*
- 3. Alertness – 1 pt*
- 4. Judgment – 1 pt*
- 5. Leadership Ability – 1 pt*

Potential: 5 points for Teaching and Related Teaching Group

It refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

The total points of the candidates for Psychosocial and Potential are usually determined through a Panel Interview or through other means as may be decided upon by the HRMPSB.



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Factors

1. *Human Relations – 2 pts*
2. *Decisiveness – 2 pts*
3. *Stress Tolerance – 1 pt*

12. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CHECKLIST OF DOCUMENTS

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

Application Code: _____

Basic Documentary Requirement		Status of Submission <i>(To be filled out by applicant; Check if submitted)</i>	Verification <i>(To be filled out by HRMO/HR Office/Sub-Committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, 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, 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 – 4 copies			
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:

HRMO

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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing a) where 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.