



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

**DIVISION MEMORANDUM**

AUG 23 2023

No. 312, s. 2023

**APPLICATION FOR TEACHER II AND III POSITIONS  
IN THE JUNIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Kabankalan City, through the Human Resource Management Office, announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for Teacher II and III positions.
2. The selection and ranking 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	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	None Required	2 years relevant experience	RA 1080 (LET/PBET)
Teacher II/SG 12		None Required	1 year relevant experience	RA 1080 (LET/PBET)

4. Enclosure No. 1 of this Memorandum specifies the vacant positions indicating the school where the vacancy exists.
5. All interested qualified applicants shall submit to the School Personnel Selection Board of the school where the vacant position is located the following required documents in one (1) set with ear tabs not later than **September 1, 2023**:
  - 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;



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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, 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 (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. Applications with incomplete details 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 School Personnel Selection Board.
9. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification.
10. Relative to the conduct of this recruitment, the Human Resource Management Promotion and Selection Board shall resolve to adhere to the composition of the School Personnel Selection Board prescribed in DepEd Order No. 66, s. 2007 as follows:
- |          |   |  |
|----------|---|--|
| Chairman | : | School Head                              |
| Members  | : | Department Head where the vacancy exists |
|          |   | Department Head                          |
|          |   | Administrative Officer                   |
|          |   | President of Teachers' Association       |
11. The School PSB shall function as follows:
- a. Receive and ensure the authenticity of application documents;
  - b. Notify applicants of the schedule of activities relative to the recruitment;
  - c. Conduct the interview and appraisal of documents using the criteria as indicated in DepEd Order No. 66, s. 2007.
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- d. Submit the **Comparative Assessment Result by school** duly signed by all the members of the District HRMPSB Sub-Committee to the Division HRMPSB not later than September 18, 2023.

12. 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 School PSB:

Activity	Date	Venue	Participants
Acceptance of Applications	August 22, 2023 – September 1, 2023	School where the vacancy exists	Sub-Committee
Open Ranking/Document Validation	September 11-12, 2023		
BEI/Interview			
Submission of Comparative Assessment Results to the Division HRMPSB	September 15, 2023	Division Records Office	
Posting of Comparative Assessment Result	September 18, 2023	Division Website and other conspicuous places	HRMO

13. 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:

**Performance:** 35 points for Teaching and Related Teaching Group

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 *Satisfactory* or *Lower* rating for the rating periods specified will be disqualified.

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





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submit a performance rating for a rating period as specified shall be a basis for disqualification and shall be strictly implemented.

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.

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 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:

$$\begin{aligned} 1 \text{ year} &- 1 \text{ point} \\ 1 \text{ month} &- 0.08 \text{ point} \\ *1 \text{ month} &= 30 \text{ days} \end{aligned}$$

**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





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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)

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)*





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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.

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,





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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.

*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:** 10 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.





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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 = 6 points; National 1 certificate = 8 points  $6 + 8 = 14$  but will only be given 10 points since this the maximum number of points allocated for this criterion as per DepEd Order No. 66, s. 2007.

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): 2 pts  
Division Level (3 or more Certificates): 4 pts  
Regional Level (3 or more Certificates): 6 pts  
National Level (1 Certificate): 8 pts  
International Level (1 Certificate): 10 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.



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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.

*Factors*

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

14. 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*





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**List of Vacant Teacher II and III Positions in the Junior High School**

No.	School	Position	Department of Assignment	Number of Vacant Positions
1	Bantayan National High School	Teacher III	MAPEH (1)	1
		Teacher II	Mathematics (1)	1
2	Binicuil National High School	Teacher III	Science (1)	1
3	Florentino Galang, Sr. National High School	Teacher III	MAPEH (1)	1
		Teacher II	Science (1)	1
4	Inapoy National High School	Teacher III	Araling Panlipunan (1)	1
5	Kabankalan National High School	Teacher III	MAPEH (1) MAPEH (1) Filipino (1)	3
6	Tabugon National High School	Teacher III	MAPEH (1)	1
		Teacher II	TLE (1)	1
7	Talubangi National High School	Teacher III	Mathematics (1)	1

