



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd - Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: AP No: 356
 DATE: Jul 26 2024 TIME: 5:48

July 26, 2024

DIVISION MEMORANDUM
 No. 356 s. 2024

**ACCEPTANCE OF APPLICATION AND ASSESSMENT
 FOR SPECIAL EDUCATION TEACHER I POSITIONS**

TO: Assistant Schools Division Superintendent
 CID & SGOD Chief and Personnel
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for Special Education Teacher I positions from **July 29, 2024** until **August 7, 2024**.

2. The following are the vacancies:

Position Title	No. of Vacancies	Place of Assignment
Special Education Teacher I	1	Manambrag National High School
	1	Elementary

3. The CSC Prescribed Qualification Standards for the said position is shown in Enclosure No. 1. to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/SPETOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office - Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants must submit their documents at the Records Section in color blue folder. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter K as indicated below. To facilitate the evaluation process, labels (index tabs) using A to K are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with work experience) Download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID
D	Clear photocopy of ratings obtained in the Licensure Examination for Teachers
E	Clear photocopy of Transcript of Records (TOR) and Diploma <ul style="list-style-type: none"> • Baccalaureate Degree • 18 Professional Education Units in Education (if applicable) • Master's Degree (if applicable) • Doctorate Degree (if applicable) • Certification of Completed Academic Requirements (if applicable) • Certification of units earned in Masteral/Doctoral Degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating for the last 3 rating period



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J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) – download @ bit.ly/Annex_C
OTHER DOCUMENTS	
K	Outstanding Accomplishments <ul style="list-style-type: none"> • Outstanding Employee Award • Innovations • Research and Development Projects • Publication/Authorship • Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia

5. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.
6. The applicant assumes full responsibility and accountability for the completeness, 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.
7. This Office shall adopt an Open Ranking System and documents will be evaluated using DepED Order No. 66, s. 2007.
8. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
July 29, 2024 (10AM-11AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hormosp.ctd@deped.gov.ph	HRMO	Interested Applicants
August 7, 2024 (until 5PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
August 8-9, 2024	Initial evaluation of documents	Personnel Section	HRMO	
August 12, 2024 (9AM)	Written Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
August 13, 2024	Document Evaluation and Interview	SDO Terrace	HRMPSB	Interested Applicants

9. The Criteria and Point System for Hiring and Promotion for Special Education Teacher I per DepEd Order No.66 s. 2007 are as follows:

Criteria	Points
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5



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Psycho-social Attributes	5
Potential	5

10. Applicants who failed to submit complete mandatory documents on **August 7, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
11. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
12. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.
13. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
14. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMP SB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
15. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."
16. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
17. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMP SB) are:

Chairperson	ASDS CECILE C. FERRO	
Members	Regular	Alternate
	SGOD Chief MARY JEAN S. ROMERO AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE SP JOSE D. BONIFACIO	CID Chief ROMEL G. PETAJEN AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR HT SALVADOR I. FLORES

18. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
19. For information, immediate and wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA CESO V
 Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 336 s. 2024

 Department of Education	POSITION AND COMPETENCY PROFILE	FCP No. _____	Revision Code: 00
Position Title	Special Education Teacher I	Salary Grade	14
Parentetical Title			
Office Unit		Effectivity Date	
Reports to	School Heads/Principal	Page/s	
Position Supervised			
JOB SUMMARY			
Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree in Education with specialization in Special Education		
Experience	None required		
Eligibility	RA 1080		
Trainings	None required		
B. Preferred Qualifications			
Education	BSEEd with 18 SPED units		
Experience	3 years teaching experience in the regular classroom		
Eligibility	LET		
Trainings	Training on specific area of exceptionality		

DUTIES AND RESPONSIBILITIES	
SPED Teacher I-III	
1.	Assesses children/youths with special needs together with a multidisciplinary assessment team
2.	Recommends proper educational placement of children/youth with special needs
3.	Modifies the curriculum to address the needs of children/youth with special needs
4.	Teaches children/youths with special needs
5.	Uses instructional materials/assistive devices appropriate for children with special needs
6.	Conducts case studies/researches of children/youths with special needs
7.	Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8.	Coordinates placement of children/youth with special needs for regular classroom inclusion
9.	Ensures that regular and receiving teachers adhere to inclusive education policies
10.	Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school



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