



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

UNNUMBERED MEMORANDUM:
 OSDS-PER-UM-01-04-2024/MBL

TO : Public Schools District Supervisors, District Sub-Selection Committee, Administrative Officers and Teaching Personnel of the following districts:

1. Caramoran North District
2. San Andres West District
3. Virac North District
4. Panganiban District
5. Caramoran South District
6. Viga East District

FROM : 
SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF VACANCIES FOR TEACHER II & TEACHER III POSITIONS (ELEMENTARY)

DATE : January 4, 2024

1. This is to announce the vacancies for Teacher II and Teacher III positions for elementary. All interested qualified applicants are advised to submit their pertinent documents for assessment in accordance with the criteria as provided in DepED Order No. 66 s. 2007 and Customized Recruitment, Selection and Placement Policy:

| Position Title | Salary Grade | Monthly Salary | Place of Assignment |
|----------------|--------------|----------------|---|
| Teacher III | 13 | Php31,320.00 | Virac North Panganiban Caramoran South Viga East |
| Teacher II | 12 | Php29,165.00 | Caramoran North San Andres West Virac North |

2. Application documents (*with tabbing and name of document, following the arrangement of the requirements as listed in Enclosure 7.2*) must be submitted to the District Selection Sub Committee not later than **January 15, 2024**.
- 3.
4. Applicants who failed to submit complete mandatory documents (Enclosure 7.3 a to j) on the set deadline shall not be included in the pool of official applicants.



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5. No additional documents shall be accepted after the deadline.
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 (Enclosure 7.3 j), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. To facilitate the selection process, the following schedule shall be observed:

| Date | Activities - | In-Charge |
|---|---|----------------------------------|
| January 4, 2024 - January 15, 2024 | <ul style="list-style-type: none"> • Submission of application documents • Assignment of application code | District Selection Sub-Committee |
| January 16-18, 2024 | Initial Evaluation & Comparative Assessment of Applicants | |
| January 19, 2024 | Submission of the following at the SDO-HRMO (soft and hard copies) <ol style="list-style-type: none"> 1) Application Documents 2) Initial Evaluation Result (IER) 3) Comparative Assessment Result (CAR) 4) Other documents/forms used during the assessment (You may download the forms at https://bit.ly/IERCAR) Submit the softcopy of Comparative Assessment Result (CAR) and Initial Evaluation Result (IER) in this link https://bit.ly/IERCARElem | |

8. Enclosed to this Memorandum are the following:
 - 7.1 Position Profile
 - 7.2 List of documents to be submitted
 - 7.3 Checklist of Requirements (Annex C)
9. For information, guidance and strict compliance.

MBL/Announcement of Vacancy.....
 DD/January 4, 2024



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Enclosure No. 7.1

POSITION PROFILE

| | |
|--|--|
| Position: Teacher II | Salary Grade: 12 |
| Monthly Salary: Php 29,165.00 | Place of Assignment/s: Caramoran North San Andres West Virac North |
| Item No. OSEC-DECSB-TCH2-399560-1998 OSEC-DECSB-TCH2-390012-2003 OSEC-DECSB-TCH2-396204-1998 | No. of Vacancy/ies: Three (3) |

QUALIFICATION STANDARDS

| | |
|--------------------|--|
| Education | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education |
| Experience | 1 year relevant experience |
| Training | None Required |
| Eligibility | RA1080 (Teacher) |

JOB DESCRIPTION

- Teaches or more grades/levels using appropriate and innovative teaching strategies
- Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
- Monitors and evaluates pupils/students' progress
- Undertakes activities to improve performance indicators
- Maintains updated pupils/students progress regularly
- Supervises curricular and co-curricular projects and activities
- Maintains updated pupil/student school records
- Counsels and guides pupils/students
- Supports activities of governmental and non-governmental organizations
- Conducts Action Plan
- Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
- Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
- Does related work



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POSITION PROFILE

| | |
|--|--|
| Position: Teacher III | Salary Grade: 13 |
| Monthly Salary: Php 31,320.00 | Place of Assignment/s: Virac North Panganiban Caramoran South Viga East |
| Item No. OSEC-DECSB-TCH3-390039-2001 OSEC-DECSB-TCH3-390494-2013 OSEC-DECSB-TCH3-391549-2021 OSEC-DECSB-TCH3-396973-1998 | No. of Vacancy/ies: Four (4) |
| QUALIFICATION STANDARDS | |
| Education | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education |
| Experience | 2 years relevant experience |
| Training | None Required |
| Eligibility | RA1080 (Teacher) |
| JOB DESCRIPTION | |
| <ul style="list-style-type: none"> • Teaches or more grades/levels using appropriate and innovative teaching strategies • Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials • Monitors and evaluates pupils/students' progress • Undertakes activities to improve performance indicators • Maintains updated pupils/students progress regularly • Supervises curricular and co-curricular projects and activities • Maintains updated pupil/student school records • Counsels and guides pupils/students • Supports activities of governmental and non-governmental organizations • Conducts Action Plan • Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere • Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders • Does related work | |





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Enclosure No. 7.3

Annex C

Checklist of Requirements

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: N/A
 Person with Disability: Yes () No ()
 Sole Parent: Yes () No ()

| Basic Documentary Requirement | Status of Submission (To be provided by the applicant/Check if submitted) | Verification (To be provided by the HUMAN RESOURCE OFFICER/submitting) | |
|--|--|---|---------|
| | | Status of Submission (Check if complete) | Remarks |
| a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer | | | |
| b. Fully 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/degree, 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. Photocopy of latest appointment, if applicable | | | |
| i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable. (Note: 3 years performance rating for promotion to Teacher II and Teacher III) | | | |
| 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 | | | |
| k. Other documents as may be required for comparative assessment: | | | |
| Means of Verification (MOV) 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

In accordance 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 and if further the law requires a document to be in writing, that requirement is met by an electronic document whenever its integrity and reliability can be demonstrated so as to be worthy for subsequent reliance.



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