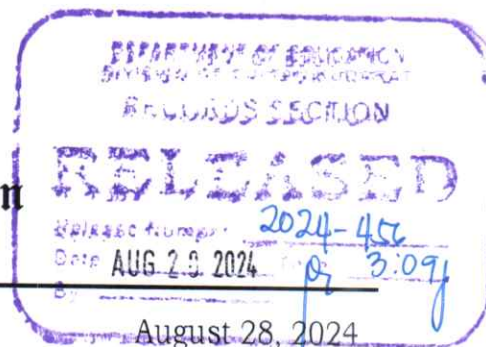




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



August 28, 2024

Nº. DIVISION MEMORANDUM  
OSDS No. **156** 2024

**ANNOUNCEMENT OF VACANT TEACHING AND SCHOOL ADMINISTRATION  
POSITIONS AS OF AUGUST 2024**

To: Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Interested Qualified Applicants  
This Division

1. This is to announce to the field of the existence of the following vacant teaching and school administration positions as of August 2024:

| Position          | Salary Grade | Monthly Salary | Plantilla Item No.  | Incumbent                      | District/School Assignment        |
|-------------------|--------------|----------------|---------------------|--------------------------------|-----------------------------------|
| Master Teacher II | 19           | 53,873.00      | MTCHR2-840203-2003  | BARRON, OFELIA OSORIO          | PRESIDENT QUIRINO NHS             |
| Master Teacher II | 19           | 53,873.00      | MTCHR2-840009-2005  | KABUGATAN, JOSEPHINE LAMBO     | LAMBAYONG NHS                     |
| Master Teacher II | 19           | 53,873.00      | MTCHR2-750895-1998  | BENBAN, JEANELYN VALDERAMA     | LAMBAYONG II/ KAPINGKONG CS       |
| Master Teacher II | 19           | 53,873.00      | MTCHR2-750874-1998  | PANAGUE, ASUNCION LUCERO       | PRES. QUIRINO NORTH/ TINAUNGAN ES |
| Master Teacher I  | 18           | 49,015.00      | MTCHR1-752570-1998  | ANTONIO, MARY ANN PAMELA BACHO | LUTAYAN I/ MAINDANG ES            |
| Master Teacher I  | 18           | 49,015.00      | MTCHR1-752547-1998  | GALVE, CHARLIE LACSAO          | ESPERANZA II/ MALOK IS            |
| Head Teacher III  | 16           | 41,616.00      | HTEACH3-750528-1998 | SAROMINES, CARLITO SIMELANTE   | BAGUMBAYAN I                      |
| Teacher III       | 13           | 32,870.00      | TCH3-755602-1998    | AGUTAYA, JULIET SULAPAS        | CENTRAL ISULAN                    |
| Teacher III       | 13           | 32,870.00      | TCH3-840054-2003    | AGODONG, LUZ ENAGUAS           | ESPERANZA II                      |
| Teacher III       | 13           | 32,870.00      | TCH3-841493-2016    | RESURRECCION, FELMA OSOTEO     | KULAMAN I                         |

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|             |    |           |                  |                               |                       |
|-------------|----|-----------|------------------|-------------------------------|-----------------------|
| Teacher III | 13 | 32,870.00 | TCH3-840199-2023 | ALIBO, JESSAR CABALFIN        | LEBAK WEST            |
| Teacher III | 13 | 32,870.00 | TCH3-755259-1998 | PAULO, WHELMA CALUNGSOD       | LAMBAYONG III         |
| Teacher III | 13 | 32,870.00 | TCH3-841530-2016 | AMPAT, TAYA PAGUITAL          | LUTAYAN II            |
| Teacher III | 13 | 32,870.00 | TCH3-840407-2020 | ROMBAOA, IRISH JOHN DE GUZMAN | PRES. QUIRINO NORTH   |
| Teacher III | 13 | 32,870.00 | TCH3-840036-2010 | FRENO, ZARCELIA SANTIAGO      | PRES. QUIRINO SOUTH   |
| Teacher III | 13 | 32,870.00 | TCH3-841487-2016 | RAGEL, ADELA SAPALARAN        | WEST ISULAN           |
| Teacher III | 13 | 32,870.00 | TCH3-841392-2016 | MADALIDAY, RADINO SAGABAY     | KAPAYA NHS            |
| Teacher III | 13 | 32,870.00 | TCH3-840097-2019 | SORZANO, JADE LATIGO          | SALABACA NHS          |
| Teacher III | 13 | 32,870.00 | TCH3-840083-2019 | ARADANAS, ARCHIELYN NAD       | PRESIDENT QUIRINO NHS |
| Teacher III | 13 | 32,870.00 | TCH3-840032-2011 | CASTRO, FREDELINO RIVERA      | MILBUK NHS            |
| Teacher III | 13 | 32,870.00 | TCH3-840028-2011 | PEDROSO, RAQUEL AGOOT         | STA. CLARA NHS        |
| Teacher III | 13 | 32,870.00 | TCH3-840020-2008 | CASQUERO, GLORIA RIVERA       | LAGUILAYAN NHS        |
| Teacher II  | 12 | 30,705.00 | TCH2-840206-2011 | DADOR, EDUARDO JR LATUMBO     | ESPERANZA II          |
| Teacher II  | 12 | 30,705.00 | TCH2-840077-2021 | GREGORIO, MELANY BOTES        | ESPERANZA III         |
| Teacher II  | 12 | 30,705.00 | TCH2-840074-2011 | PANISTANTE, DIONISIO BAYLEN   | ISULAN CENTRAL        |
| Teacher II  | 12 | 30,705.00 | TCH2-840057-2022 | DELA CRUZ, EDELIZA TORREÑA    | ISULAN CENTRAL        |
| Teacher II  | 12 | 30,705.00 | TCH2-841663-2016 | MATULA, HADIGUIA DALAMBA      | ISULAN WEST           |

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|            |    |           |                  |                                    |                        |
|------------|----|-----------|------------------|------------------------------------|------------------------|
| Teacher II | 12 | 30,705.00 | TCH2 840121-2011 | MINIDAL,<br>FERWAWIN<br>MALANG     | ISULAN WEST            |
| Teacher II | 12 | 30,705.00 | TCH2-759188-1998 | CAUGUIRAN,<br>CRISANTO<br>CABANSAG | KALAMANSIO I           |
| Teacher II | 12 | 30,705.00 | TCH2-840002-2011 | ANTONIO, OBERLY<br>GONZALES        | KULAMAN I              |
| Teacher II | 12 | 30,705.00 | TCH2-840075-2011 | CORONEL,<br>DOLORES<br>CARDINAS    | KULAMAN II             |
| Teacher II | 12 | 30,705.00 | TCH2-840023-2005 | GOTANGGOGAN,<br>LOLITA SEVILLA     | KULAMAN II             |
| Teacher II | 12 | 30,705.00 | TCH2-840174-2014 | REYES, CRISTY<br>LADRIDO           | LAMBAYONG I            |
| Teacher II | 12 | 30,705.00 | TCH2-840016-2019 | PORRAS, MARY<br>JOY SURAT          | LAMBAYONG II           |
| Teacher II | 12 | 30,705.00 | TCH2-840141-2015 | OCHADA,<br>FEBELYN JORDAN          | LAMBAYONG III          |
| Teacher II | 12 | 30,705.00 | TCH2-840143-2018 | GOLEZ, ROLLIETA<br>SUYAT           | LUTAYAN I              |
| Teacher II | 12 | 29,165.00 | TCH2-759281-1998 | MARLOU M.<br>MORILLO               | PALIMBANG I            |
| Teacher II | 12 | 29,165.00 | TCH2-840122-2011 | ARENDON, ANNA<br>LIZA J.           | WEST ISULAN            |
| Teacher II | 12 | 30,705.00 | TCH2-840025-2010 | ORBIGO, FE<br>DASMARINAS           | PRES. QUIRINO<br>NORTH |
| Teacher II | 12 | 30,705.00 | TCH2-840480-2012 | CANTO, MARISSA<br>GUILLERMO        | PRES. QUIRINO<br>SOUTH |
| Teacher II | 12 | 30,705.00 | TCH2-840023-2010 | ESPORTUNO,<br>NORRY LAUDIATO       | PRES. QUIRINO<br>NORTH |
| Teacher II | 12 | 30,705.00 | TCH2-840203-2011 | ACOSTA, NIDA<br>AMBROCIO           | PRES. QUIRINO<br>SOUTH |
| Teacher II | 12 | 30,705.00 | TCH2-840131-2015 | TUMBAGA,<br>JAYSON HALILI          | PRES. QUIRINO<br>SOUTH |
| Teacher II | 12 | 30,705.00 | TCH2-759141-1998 | TUMBAGA,<br>SHARMAINE<br>CAPADOSA  | PRES. QUIRINO<br>SOUTH |

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|                                                             |    |           |                                 |                                       |                       |
|-------------------------------------------------------------|----|-----------|---------------------------------|---------------------------------------|-----------------------|
| Teacher II                                                  | 12 | 30,705.00 | TCH2-840068-2010                | CABUSAS,<br>RONALYN ESPEJO            | LAMBAYONG NHS         |
| Teacher II                                                  | 12 | 30,705.00 | TCH2-840078-2005                | ANGGOLO, SHIENA<br>MAE CARCILLAR      | NEW PANAY NHS         |
| Teacher II<br>(ACADEMIC TRACK)                              | 12 | 30,705.00 | TCH2-840727-2022                | DELA VEGA,<br>MARIE ROSE<br>BUENDICHO | ESPERANZA NHS-<br>SHS |
| Teacher II<br>(ACADEMIC TRACK)                              | 12 | 30,705.00 | TCH2-841336-2017                | MAHADDI,<br>JEDILYN ABUBO             | LAMBAYONG<br>NHS-SHS  |
| Teacher II<br>(ACADEMIC TRACK)                              | 12 | 30,705.00 | OSEC-DECSB-TCH2-<br>841326-2017 | DEITA, MARIO<br>BARRIENTOS            | LUTAYAN NHS-<br>SHS   |
| Teacher II<br>(TECHNICAL<br>VOCATIONAL<br>LIVELIHOOD TRACK) | 12 | 29,165.00 | TCH2-841334-2017                | PABUNAN,<br>RICHARD B.                | LANGGAL NHS-<br>SHS   |

2. The qualification standards on the positions presented are as follows:

| Position Title<br>(Parenthetical<br>Title if<br>applicable) | Level | Qualification Standards                                                                                                                                                                           |                               |                                                             |                               |
|-------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------|-------------------------------|
|                                                             |       | Education                                                                                                                                                                                         | Training                      | Experience                                                  | Eligibility                   |
| Master<br>Teacher II                                        | ELEM  | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent                           | 4 hours of relevant training  | 1 year as MT-I or 4 years as Teacher III                    | PBET/LET/Teacher Exam         |
| Master<br>Teacher II                                        | JHS   | Bachelor of Secondary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent                            | 4 hours of relevant training  | 1 year as MT-I or 4 years as Teacher III                    | PBET/LET/Teacher Exam         |
| Master<br>Teacher I                                         | JHS   | Bachelor's degree in Secondary Education; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent  | None required                 | 3 years relevant experience                                 | RA 1080, as amended (Teacher) |
| Master<br>Teacher I                                         | ELEM  | Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent | None required                 | 3 years relevant experience                                 | RA 1080, as amended (Teacher) |
| Head Teacher III                                            | ELEM  | Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units.                                                                                               | 24 hours of relevant training | HT for 2 years; or TIC for 2 years; or Teacher for 5 years. | PBET/LET/Teacher<br>RA 1080   |

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|                                           |      |                                                                                                                                                               |                                                                           |                                                                       |                                                                                                                                                               |
|-------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teacher III                               | ELEM | Bachelor's degree in Elementary Education or its equivalent                                                                                                   | None required                                                             | 2 years of relevant Experience                                        | RA 1080, as amended (Teacher)                                                                                                                                 |
| Teacher III                               | JHS  | Bachelor's degree in Elementary Education or its equivalent                                                                                                   | None required                                                             | 2 years of relevant Experience                                        | RA 1080, as amended (Teacher)                                                                                                                                 |
| Teacher II                                | ELEM | Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional units in Education                                                       | None required                                                             | 1 year of relevant experience                                         | RA 1080, as amended (Teacher)                                                                                                                                 |
| Teacher II                                | JHS  | Bachelor's degree in Secondary Education; or Bachelor's degree plus 18 professional units in Education                                                        | None required                                                             | 1 year of relevant experience                                         | RA 1080, as amended (Teacher)                                                                                                                                 |
| Teacher II (ACADEMIC TRACK)               | SHS  | Bachelor's degree with a major in relevant strands/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject | None required                                                             | None required                                                         | Applicant for permanent Appointment: RA 1080( Teacher); if not RA 1080 Eligible, they must pass the LET with in Five (5) years after the date of first hiring |
| Teacher II (Senior High School-TVL Track) | SHS  | Bachelor's degree holder; or a graduate of technical-vocational course(s) in the area of specialization                                                       | At least National Certificate II plus Trainer's Methodology Certificate I | 6 months of relevant teaching or 6 months of industry work experience | Applicant for permanent Appointment: RA 1080 (Teacher); if not RA 1080 Eligible, they must pass the LET with in Five (5) years after the date of first hiring |

3. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM) which requires the institutionalization of the **Equal Opportunity Principle** (EOP) in all areas of human resource, all interested and qualified applicants to the positions regardless of age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability who meet the basic Qualification Standard must have their documents submitted to the school/district where the vacancy exists and the school/district shall **submit requirements to the Personnel Services Section** on or before **September 11, 2024** with the following attachments:

- 3.1 Summary of Applicants (see attached template) indicating the district name, the name of incumbent, position title and list of applicants.
- 3.2 Attached evidence that the vacancy was published and posted in three conspicuous places and known by other personnel.

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- 3.3 Certification from school head and district supervisor that there are no additional applicants (especially for lone applicants)
- 3.4 Intent letters of the previous applicants indicating the position applied
- 3.5 Previous comparative assessment result (for perpetual ranking)

4. The following are the documentary requirements to be submitted by the applicants following this sequence and with tabbing:

- A. Application letter specifying the position being applied for addressed to:  
**CRISPIN A. SOLIVEN JR., CESE**  
*Schools Division Superintendent*
- B. Duly Accomplished Personal Data Sheet (CS Form 212) duly notarized with Work Experience Sheet, if applicable;
- C. Photocopy of valid and updated PRC License/ID, if applicable;
- D. Photocopy of Certificate of Eligibility/ 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 of Trainings, if available;
- 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 Performance Rating in the last rating period(s) covering **three (3) years performance in the current/ latest position** 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C*), notarized by authorized official; and
- K. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. 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; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

5. Applicants to the position shall meet the minimum requirements. Those who are not qualified shall be excluded from the screening.

6. DepEd Order 66, s. 2007, MEC 10, s. 1979 and DepEd Order 007, s. 2023 shall be the basis in the evaluation of documents and computation of points for the presented vacant positions.

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7. For Master Teacher applicants, see attached assessment form for your reference.
8. Individual who failed to submit complete mandatory requirements (Items a to j) on the set deadline shall not be included in the pool of official applicants.
9. No additional documents shall be accepted after the set deadline.
10. Schedule of interview will be announced later.
11. For your information and guidance.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Enclosure: as stated  
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

| APPLICANT | REQUIREMENTS | VACANT POSITION |
|-----------|--------------|-----------------|
|-----------|--------------|-----------------|

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**EVALUATION SHEET FOR MASTER TEACHER I**

Name: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

1. Bachelor's degree for teacher of Bachelor's degree with 18 professional units in Education, and 18 units MA in Education or its equivalent
2. With at least Very Satisfactory (VS) Performance rating for the last three (3) rating periods
3. With at least three years of experience as classroom teacher

(Note: if any of the basic requirements are not met, applicant shall be considered NOT qualified for the position)

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                | Required MOVs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Points                                    | Points Earned |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------|
| <b>A. Introduced any of the following which has been adopted or used by the school</b><br>1. Curriculum/ Instructional Materials<br><br>2. Effective Teaching Techniques or Strategies<br><br>3. Simplified Work<br><br>4. Income Generating Project (IGP)<br>This shall have been sustained or in existence for at least two consecutive years with a minimum Net Income of P5,000.00.                                 | 1.a. Copy of curriculum/instructional materials developed<br>1.b. Certification signed Division Learning Resources and Development Section that the materials developed were quality-assured<br>1.c. Certificate of adoption or utilization signed by the school head or District supervisor<br><br>2.a. Lesson Plan, at least semi-detailed<br>2.b. Observation Reports<br>2.c. Visual evidence such as photos showing the teacher implementing the techniques in the classroom.<br>2.d. Written reviews or endorsements from colleagues who have observed or adopted the techniques in their own teaching practices.<br>2.e. Certificates or letters of recognition from school or district authorities acknowledging the teacher's contribution to improving teaching practices.<br><br>3.a. Approved project proposal with template or process of system created<br>3.b. A terminal report after project completion.<br>3.c. Certificate of commendation or certification issued by the PSDS or School Head to attest to the utilization, usefulness or effectiveness of the process<br><br>4.a. Approved proposal by the school authority<br>4.b. Certificate of inspection signed by the division IGP Coordinator<br>4.c. Report on how the income was generated, how much was generated, and where the income was used. | <b>20 points for any one of the items</b> |               |
| <b>B. Subject Coordinatorship/ Grade Chairmanship</b><br>Has served as coordinator for at least one year; or as school publication or any Club advisory like Dramatic Club, Glee Club, English club, etc. and discharged such assignment yearssatisfactorily for at least two                                                                                                                                           | 1. Designation Order, Memorandum, or Certification<br>2. Action Plan with Accomplishment Report duly noted/certified by the School Head<br>3. For School Paper Adviser, there should be at least one (1) publication per year printed or e-copy with the name of the applicant indicated as adviser.<br><br>(Chairmanship/coordinatorship shall be given corresponding points as long as it will not exceed 12 points.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>12 points</b>                          |               |
| <b>C. Special Committee Chairmanship</b><br>e.g. committee to prepare school program, instructional materials, etc.                                                                                                                                                                                                                                                                                                     | 1. Designation Order, Memorandum, or Certification<br>2. Action Plan with Accomplishment Report duly noted/certified by the School Head<br><br>(Chairmanship shall be given corresponding points as long as it will not exceed 12 points.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>12 points</b>                          |               |
| <b>D. Educational Research</b><br>Initiated or headed an educational research duly approved by educational authorities                                                                                                                                                                                                                                                                                                  | 1. Research proposal acknowledged/noted/endorsed by the School Head/School Research Committee (SRC), reviewed by the Schools Division Research Committee (SDRC) and recommended and approved by the Assistant Schools Division Superintendent (ASDS) and Schools Division Superintendent (SDS) respectively.<br>2. A completed research duly acknowledged and noted by the SDRC and recommended and approved by the ASDS and SDS respectively.<br>3. A certificate of commendation signed by the SDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>12 points</b>                          |               |
| <b>E. Community Involvement</b><br>Coordinator of Community project or activity or coordinator of a rural services improvement activity in a community such as feeding, nutrition, etc. for at least two years                                                                                                                                                                                                          | 1. Certification/Certificate from the Barangay Chair or Purok President<br>2. Any of the following:<br>a. letter request from the purok or barangay<br>b. minutes of meeting (or excerpt of minutes of Barangay Session)<br>c. letter request on the conduct of activity/initiative approved by the Barangay Chair or Purok President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>12 points</b>                          |               |
| <b>F. In-Service Training</b><br>Organized/Managed for the improvement of instructions and/ or professional development of teachers based on development needs<br><br>Note: School Learning Action Cell (SLAC) organized by the applicant shall be given points, provided it has CPD approved units. Documents shall clearly show that the applicant is the organizer/initiator and/or program manager of the training. | 1. Training design/proposal prepared by the applicant and duly recommended and approved by the ASDS and SDS respectively<br>2. Memorandum for the conduct of the INSET<br>3. Certificate of recognition/commendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>12 points</b>                          |               |
| <b>G. Meritorious Achievement</b><br>-Trained or coached a contestant who received prizes, commendations or any form of recognition that placed FIRST in competition - A Coordinator of Boy Scout or Girl Scout or a learning<br>► National level - 10<br>► Regional level - 5<br>► Division level - 3<br>► District/School level - 1                                                                                   | 1. Certificate of commendation or recognition as winning coach or as learning facilitator/ resource person/ lecturer in seminars or trainings<br>2. Memorandum on the conduct of competition or training/seminar<br>3. Designation Order as coordinator of Boy Scout/Girl Scout<br>(Whichever is applicable)<br><br>(Score will be given whichever is highest)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>10 points</b>                          |               |
| <b>H. Authorship</b><br>Has authored/written DepEd developed and produced materials such as books, workbooks, or modules, or published article in a newspaper or magazine of wide circulation (nationwide, regionwide, or divisionwide) and educational or technical in nature<br>► Sole authorship -10 points<br>► Co-authorship -to be divided among<br>► Article- 1 point each                                       | 1. Memorandum where name of candidate is included as writer of the learning resource materials (for books, workbooks, or modules)<br>2. Certificate of commendation/recognition as author/co-author<br>3. Photocopy/Screenshot of the article and certification as author.<br><br>Note: Attachment should have not been used under curriculum/instructional materials found in A1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>10 points</b>                          |               |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>100</b>                                |               |

Note: Applicant must have at least 25 points in Leadership Potentials and Accomplishments OR has been a DEMONSTRATION TEACHER in district/school during seminars or training plus 15 points earned under Leadership Potentials and Accomplishments.

Level of demonstration teaching minimally required is District level for MT I (Elementary) and Division level for MT I (Secondary) and MT II (both elementary and Secondary).

MOV for Demonstration Teaching:

- a. Lesson Plan (at least semi-detailed)
- b. Memorandum on the conduct of an activity where teaching demo has been done
- c. Certificate of commendation as demonstration teacher duly signed by authorities in the district/ division/region/national as the case may be.

Observation tool utilized by observer may be added if there is any.

HRMPSB Members/Evaluators:

Attested:

**MEILROSE B. PERALTA, EdD**  
 Assistant Schools Division Superintendent  
 HRMPSB Chairman

## 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<br>(To be filled-out by the applicant. Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                |                                                                                 | Status of Submission<br>(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. Photocopy of latest appointment, if applicable                                                                                                                                              |                                                                                 |                                                                        |         |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years 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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000": (a) electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.