

DIVISION MEMORANDUM
OSDS No. **182** S. 2024

No.

**ANNOUNCEMENT OF VACANT TEACHING AND SCHOOL ADMINISTRATION
POSITIONS AS OF OCTOBER 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 October 2024:

Position	Salary Grade	Monthly Salary	Plantilla Item No.	Incumbent	District/School Assignment
Master Teacher II	19	53,873.00	MTCHR2-750919-1998	CONSEBIT, JINKY DAJAY	CENTRAL ISULAN/ ISULAN CS
Master Teacher II	19	53,873.00	MTCHR2-750872-1998	HIPONIA, JOHN GASPAS	ESPERANZA II/ ALA CS
Master Teacher I	18	49,015.00	MTCHR1-752611-1998	PACETE, GAUDERER REMASIN	WEST LEBAK KINUDALAN ES
Head Teacher III	16	41,616.00	HTEACH3-750567-1998	ABPET, MIDPANTAO MANALAO	MAMALI NATIONAL HIGH SCHOOL
Teacher III	13	32,870.00	TCH3-840044-2010	RUEGA, VICTORIA ESPALLARDO	ISULAN SOUTH
Teacher III	13	32,870.00	TCH3-840542-2012	BELANDRES, JOSEFINA PENALBER	KULAMAN I
Teacher III	13	32,870.00	TCH3-840037-2005	GARCIA, ELISA ALINGALAN	KULAMAN II
Teacher III	13	32,870.00	TCH3-840888-2024	MORANTE, YVONNE GENANDROY	BAGUMBAYAN II
Teacher III	13	32,870.00	TCH3-840143-2021	CENTINA, BEBIT SUBIERA	LEBAK EAST
Teacher III	13	32,870.00	TCH3-840904-2024	AMIL, ELABAI RAJAHBUAYAN	LUTAYAN I

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Teacher III	13	32,870.00	TCH3-840005-2006	FACIOLAN, GERARDO FALSARIO	LANGGAL NHS
Teacher III	13	32,870.00	TCH3-755934-1998	BANAWAG, LIGAYA LOBUSTA	LAGUILAYAN NHS
Teacher III	13	32,870.00	TCH3-840028-2011	PEDROSO, RAQUEL AGOOT	STA. CLARA NHS
Teacher III	13	32,870.00	TCH3-840010-2011	SALCEPUEDES, JEAN COMETA	ESPERANZA NHS
Teacher II	12	30,705.00	TCH2-840122-2018	LALANTACON, CHITO LAGSUB	BAGUMBAYAN III
Teacher II	12	30,705.00	TCH2-840077-2021	GREGORIO, MELANY BOTES	ESPERANZA III
Teacher II	12	30,705.00	TCH2-840053-2022	FERRER, SUSAN SORONGON	KULAMAN I
Teacher II	12	30,705.00	TCH2-840002-2011	ANTONIO, OBERLY GONZALES	KULAMAN II
Teacher II	12	30,705.00	TCH2-840075-2011	CORONEL, DOLORES CARDINAS	KULAMAN II
Teacher II	12	30,705.00	TCH2-840023-2005	GOTANGGOGAN, LOLITA SEVILLA	KULAMAN II
Teacher II	12	30,705.00	TCH2-840141-2015	OCHADA, FEBELYN JORDAN	LAMBAYONG III
Teacher II	12	30,705.00	TCH2-840022-2003	PAMA, JOEMAR LORO	KAPINGKONG NHS
Teacher II (ACADEMIC TRACK)	12	30,705.00	TCH2-841397-2017	BALUBUGAN, MOHIDIN PALOT	LUTAYAN NHS-SHS
Teacher II (ACADEMIC TRACK)	12	30,705.00	TCH2-841326-2017	DEITA, MARIO BARRIENTOS	LUTAYAN NHS-SHS



Address: Kenram, Isulan, Sultan Kudarat
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2. The qualification standards on the positions presented are as follows:

Position Title (Parenthetical Title if applicable)	Level	Qualification Standards			
		Education	Training	Experience	Eligibility
Master 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 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	4 hours of relevant training	3 years relevant experience	RA 1080, as amended (Teacher)
Head Teacher III	JHS	Bachelor's degree in Secondary 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.	RA 1080, as amended (Teacher)
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

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



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submitted to the school/district where the vacancy exists and the school/district shall **submit requirements to the Personnel Services Section** on or before **November 04, 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.
 - 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.





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5. All submitted documents will become property of the SDO and can no longer be retrieved by the applicants nor by the district or school.
6. Applicants to the position shall meet the minimum requirements. Those who are not qualified shall be excluded from the screening.
7. 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.
8. For Master Teacher applicants, see attached assessment form for your reference.
9. 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.
10. No additional documents shall be accepted after the set deadline.
11. Schedule of interview will be announced later.
12. For your information and guidance.

By the authority of the Schools Division Superintendent:


MEILROSE B. PERALTA, EdD
Assistant Schools Division Superintendent
 **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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WPP/OSDS/DM-ANNOUNCEMENT OF VACANT TEACHING AND SCHOOL ADMINISTRATION POSITIONS AS OF
OCTOBER 2024/ October 23, 2024



Address: Kenram, Isulan, Sultan Kudarat
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SUMMARY OF APPLICANTS

District:

Position:

Incumbent:

No.	Names of Applicant	Address	Personal Information							Education	Training		Experience		Eligibility
			Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Solo Parent		Title	Hours	Details	Years	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Prepared and certified correct by:

Administrative Officer II

EVALUATION SHEET FOR MASTER TEACHER

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
A. Introduced any of the following which has been adopted or used by the school or district: 1. Curriculum/Instructional Materials 2. Effective Teaching Techniques or Strategies 3. Simplified Work 4. Income Generating Project (IGP) 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 1. b. Certification signed Division Learning Resources and Development Section that the materials developed were quality-assured 1. c. Certificate of adoption or utilization signed by the school head or District supervisor 2. a. Lesson Plan, at least semi-detailed 2. b. Observation Reports 2. c. Visual evidence such as photos showing the teacher implementing the techniques in the classroom. 2. d. Written reviews or endorsements from colleagues who have observed or adopted the techniques in their own teaching practices. 2. e. Certificates or letters of recognition from school or district authorities acknowledging the teacher's contribution to improving teaching practices. 3. a. Approved project proposal with template or process of system created 3. b. A terminal report after project completion. 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 4. a. Approved proposal by the school authority 4. b. Certificate of inspection signed by the division IGP Coordinator 4. c. Report on how the income was generated, how much was generated, and where the income was used.	20 points for any one of the items	
B. Subject Coordinatorship/Grade Chairmanship 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 satisfactorily for at least two years (Chairmanship/coordinatorship shall be given corresponding points as long as it will not exceed 12 points.)	1. Designation Order, Memorandum, or Certification 2. Action Plan with Accomplishment Report duly noted/certified by the School Head 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.	12 points	
C. Special Committee Chairmanship E.g. committee to prepare school program, instructional materials, etc. (Chairmanship shall be given corresponding points as long as it will not exceed 12 points.)	1. Designation Order, Memorandum, or Certification 2. Action Plan with Accomplishment Report duly noted/certified by the School Head	12 points	
D. Educational Research Initiated or headed an educational research duly approved by educational authorities	1. Research proposal acknowledged/note/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. 2. A completed research duly acknowledged and noted by the SDRC and recommended and approved by the ASDS and SDS respectively. 3. A certificate of commendation signed by the SDS	12 points	
E. Community Involvement 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 2. Any of the following: a. letter request from the purok or barangay b. minutes of meeting (or excerpt of minutes of Barangay Session) c. letter request on the conduct of activity/initiative approved by the Barangay Chair or Purok President	12 points	
F. In-Service Training Organized/Managed for the improvement of instructions and/ or professional development of teachers based on development needs 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 2. Memorandum for the conduct of the INSET 3. Certificate of recognition/commendation	12 points	
G. Meritorious Achievement -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 facilitator/resource person/ lecturer in seminars or trainings ►National level - 10 ►Regional level - 5 ►Division level - 3 ►District/School level - 1 (Score will be given whichever is highest)	1. Certificate of commendation or recognition as winning coach or as learning facilitator/ resource person/ lecturer in seminars or trainings 2. Memorandum on the conduct of competition or training/seminar 3. Designation Order as coordinator of Boy Scout/Girl Scout (Whichever is applicable)	10 points	
H. Authorship 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 ►Sole authorship -10 points ►Co-authorship -to be divided among authors ►Article- 1 point each	1. Memorandum where name of candidate is included as writer of the learning resource materials (for books, workbooks, or modules) 2. Certificate of commendation/recognition as author/co-author 3. Photocopy/Screenshot of the article and certification as author. Note: Attachment should have not been used under curriculum/instructional materials found in A1.	10 points	
Total		100	

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

Annex C

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 (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (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.	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", (e)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.