



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 139, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

DATE: April 13, 2023

SUBJECT: **CALL FOR APPLICATION FOR ENTRY-LEVEL TEACHING POSITIONS FOR SY 2023-2024**

1. This Division is now accepting applications for entry-level Teaching positions for SY 2023-2024. Below are the qualification standards for the position:

Position / Salary Grade	Monthly Salary	QUALIFICATION STANDARD				
		Education	Training	Expenence	Eligibility	Competency
For Elementary School:						
Teacher I (SG 11)	27,000	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education	None required	None required	LET / PBET	
For Junior High School:						
Teacher I (SG 11)	27,000	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	LET / PBET	
For Senior High School (Academic Track):						
Teacher I (SG 11)	27,000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units in specialization in the relevant strand/subject	None required	None required	LET/PBET, if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
Teacher II (SG 12)	29,165	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher); if not eligible, they must pass the LET within five (5) years after the date of first hiring	
For Senior High School (TVL Track):						
Teacher I (SG 11)	27,000	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NCII (Appropriate to the specialization)	None Required	LET/PBET, if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	



Address: Burgos St., Poblacion Oeste, Dagupan City
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Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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For Senior High School (TVL Track):						
Teacher II (SG 12)	29,165	Bachelor's degree, or completion of technical-vocational course(s) in the area of specialization	At least NCII plus TMC I (Appropriate to the specialization)	6 months of relevant teaching or 6 months of industry work experience	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
For Senior High School (Sports Track):						
Teacher I (SG 11)	27,000	Bachelor's degree with a major in field(s) under the track; or any bachelor's degree plus 15 units of specialization in fields under the track	None required	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
Teacher II (SG 12)	29,165	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	4 hours of training relevant to the courses in the strand	1 year relevant teaching / industry work experience	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
For Senior High School (Arts and Design Track):						
Teacher I (SG 11)	27,000	Bachelor's degree with a major in field(s) under the track; or any bachelor's degree plus 15 units of specialization in the relevant subject	None required	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
Teacher II (SG 12)	29,165	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	4 hours of training relevant to the courses in the track	1 year relevant teaching / industry work experience	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	

2. The functions of the position are as follows:

Teacher I (Elementary and Junior High School)

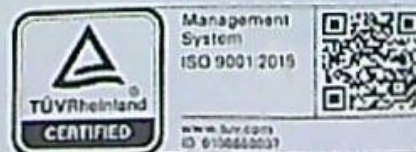
- Applies mastery of content knowledge and its application across learning areas;
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices;
- Manages an environment conducive to learning;
- Addresses learner diversity;
- Implements and supervises curricular and co-curricular program to support learning;
- Monitors and evaluates learner progress and undertakes activities to improve learner performance;
- Maintains updated records of learners' progress;
- Counsels and guides learners;
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance;
- Undertakes activities towards personal and professional growth;
- Does Related work.

Teacher I and Teacher II (Senior High School)

- Responsible for the effective implementation of the curriculum inside the classroom;
- Monitors and assesses academic performance, attendance and behavior of learners in his/her classes;
- May be tasked to participate in the implementation of career guidance and advocacy activities, as well as other Learner Support services; and
- Reports to the SHS Subject Group Head and Assistant Principal for Academics and/or Principal/School Head



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3. Interested applicants are required to submit two sets of folders containing the following documents:
- Letter of intent addressed to the SDS;
 - Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - 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;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - 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, notarized by authorized official.

Deadline for submission of abovementioned documentary requirements shall be on MAY 12 2023. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

No additional documents shall be accepted after the deadline.

Submission of applications may be done thru any of the following modes:

- Personal submission to the Division Office Records Section (*preferred mode*); or
- Online submission thru the official email address (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *level_full name of applicant* (ox. ELEM_Juan C. Dela Cruz)

Application documents shall be fastened in a long folder in an orderly manner with proper ear tabs and shall be addressed to:

ROWENA C. BANZON, CESO V
Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City



Address: Burgos St., Poblacion Oeste, Dagupan City
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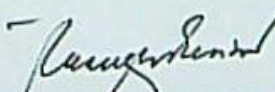
4. Below is the schedule of activity:

Activity	Timelino	Remarks
1. Submission of Application Documents	April 14 to May 12, 2023	Closing time for acceptance of applications on the last day of submission: <u>Division Office Records Section:</u> exactly 5:30PM <u>Online submission</u> on or before 12 midnight
2. Posting of Initial Evaluation Result (IER) / List of Official Applicants	May 16, 2023	Official list of applicants will be posted in 3 conspicuous places in the Division Office and the Division Official website (depeddagupan.com)
3. Orientation of Applicants on the New Hiring Guidelines and other instructions	Between May 17-19, 2023	Venue to be announced
4. Conduct of Evaluative Assessment		
- Classroom Observation / Demonstration Teaching	May 22 to June 9, 2023	Venue to be announced
- Teacher Reflection	May 22 to June 9, 2023	Venue to be announced
- Assessment of Documents for Education, Training, Experience, and PBET/LET/LEPT, and	June 15 - 16, and 19-23, 2023	To be conducted at Division Training Center (DTC) thru open ranking procedure to be witnessed by all applicants (by batch)
- Issuance of Individual Evaluation Sheet		
5. Submission of Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) to the Appointing Authority	July 3, 2023	
6. Posting/Publication of CAR-RQA	July 10, 2023	To be posted in the division official website (depeddagupan.com) and in 3 conspicuous places of the division office

This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

As reference for assessment, applicants are encouraged to refer to DepEd Order No. 007, s. 2023.

For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied for: _____

*(to be filled-out by HR Office)*Level: ELEMENTARY JHS SHS

If JHS, indicate Major/Specialization: _____

If SHS, indicate Strand/Track: _____

Contact No.: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(to be filled out by the applicant Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
b. Duly accomplished Personal Data Sheet (FDS) (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, of 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 one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			

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 purpose 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 Administration Oath

In consonance 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 documents or legal writing and a) (b) where the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied for: _____

(to be filled-out by HR Office)

Level: ELEMENTARY JHS SHS

If JHS, indicate Major/Specialization: _____

If SHS, indicate Strand/Track: _____

Contact No.: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
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			
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Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

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