



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE
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Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

No. 243, s. 2024

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: June 24, 2024

SUBJECT: **CALL FOR APPLICATION FOR TEACHER II POSITION**

1. This Division is hereby accepting applications for the following vacant position:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Teacher II/ SG 12/ P29,165 (4 items) TCH2-60106-2014 TCH2-60002-2015 TCH2-60011-2018 TCH2-60109-2012	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 (Teacher); PBET/LET		Elementary

2. The job description for the aforementioned vacant position is attached as **Enclosure No. 1**.

3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order 66, s. 2007 prior to submission of application documents.



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (*Enclosure No. 2*) duly notarized by authorized official;
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;
- f. 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;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. 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;
- 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 reckoned from the date of last issuance of appointment; and

5. ^{Deadline} ~~3~~ JUL 05 2024 for submission of abovementioned documentary requirements shall be on JUL 05 2024. 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.

6. No additional documents shall be accepted after the deadline.

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

- a. Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- b. Online submission thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with



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filename in this format: *position applied for full name of applicant (ex. Administrative Officer II_Juan C. Dela Cruz)*

8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day;

9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As reference for assessment, applicants are encouraged to read **Deped Order No. 66, s. 2007**. Criteria and point system are hereto attached as Enclosure No. 3.

13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

14. For information and guidance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

Enclosure No. 1: Job Description

Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement

Enclosure No. 3: Individual Evaluation Sheet



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JOB DESCRIPTION

Position Title:	TEACHER II	Salary Grade:	12
Unit/Division:	Elementary School	Monthly Salary:	29,165
QUALIFICATION STANDARD			
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18		
Experience:	1 year relevant experience		
Training:	none required		
Eligibility:	LET/PBET		
KRA		Duties and Responsibilities	
Teaching Learning Process	Teaches one 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		
	Counsels and guides pupils/students		
	Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere		
Pupils/Student Outcomes	Monitors and evaluates pupils/students' progress		
	Undertakes activities to improve performance indicators		
	Maintains updated pupils/students progress regularly		
	Maintains updated pupil/student school records		
Community Involvement	Supports activities of governmental and non-governmental organizations		
	Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders		
Professional Growth and Development	Conducts Action Plan		
	Supervises curricular and co-curricular projects and activities		

CHECKLIST OF REQUIREMENTS

(for Teacher II, Teacher III)

Name of Applicant: _____

Application Code: _____

Position Applied for: _____

(to be filled out by HR section)

Office of the Position Applied For: _____

Contact No.: _____

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 completed)	Remarks
a. Letter of intent addressed to the Head of Office or 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/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 three (3) rating period(s) prior to the deadline of submission			
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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments: Outstanding employee award, Innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment			

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 Administering Oath

INDIVIDUAL EVALUATION SHEET

NAME OF APPLICANT: _____

Vacant Position: _____

Date of Assessment: _____

Teaching Positions

(DepEd Order No. 68 s. 2007)

Criteria	Pts.	Remarks	Score
A. Performance Ratings (3 Ratings)	35		
B. Experience Experience must be relevant to the duties and functions of the position to be filled Every year given a point but not to exceed 5 points	5		
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
- awardee in the school/office	75 pts		
- awardee in the district/area/cluster	1 pt		
- awardee in the division/city/province	2 pts		
- awardee in the region	3 pts		
- National awardee	4 pts		
b. Innovations	4		
- conceptualized	5 pt		
- started the implementation	1 pt		
- fully implemented in the school/office	2 pts		
- adopted in the district/area/cluster	3 pts		
- adopted in the division/city/province	4 pts		
c. Research and development projects	4		
- conducted in the school/office	2 pts		
- conducted in the district/area/cluster	3 pts		
- conducted in the division/city/province	4 pts		
d. Publication/authorsip	4		
- articles published - 1 pt. each (maximum of 4 articles)			
- co-authorship of a book	2 pts		
- solo authorship of a book	4 pts		
e. Resource speaker/consultant	4		
- district / area / cluster level	75 pts		
- division / city/ province level	1 pt.		
- regional level	2 pts		
- national level	3 pts		
- international level	4 pts		
D. Education	25		
- Master's Degree (Acad Reqs)	10 pts		
- Master's Degree	15 pts		
- Doctoral Degree (Acad Reqs)	20 pts		
- Doctoral Degree	25 pts		
E. Training	5		
Participant in a specialized training, e.g. Specialized Programs, Short Courses, Study Grants	1 point for every month of attendance but not to exceed 5 points		
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last			
- District Level	1 pt		
- Division Level	2 pts		
- Regional Level	3 pts		
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions.			
- National Level	4 pts.		
- International Level	5 pts		
Chair /Co-Chair in a technical/planning committee			
- District Level	1 pt		
- Division Level	2 pts		
- Regional Level	3 pts		
- National Level	4 pts		
- International Level	5 pts		
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		