



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

February 19, 2025

**DIVISION MEMORANDUM**

No. 0044, series 2025

**ACCEPTANCE OF APPLICATION FOR TEACHER II VACANT POSITIONS  
FOR SENIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
All Other Concerned

1. The Schools Division Office of Davao del Norte announces the call for application for Teacher II vacant positions for Senior High School.

NUMBER OF VACANT POSITIONS	POSITION	SG	MONTHLY SALARY
22	Teacher II (Senior High School)	12	Php 32, 245.00

2. The Civil Service Commission-approved Basic Qualification Standards of the Vacant Positions are as follows:

POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher II (Academic Track)	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required.	None required.	Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring
Teacher II (Technical-Vocational-Livelihood)	Bachelor's degree; or completion technical-vocational course(s) in the area of specialization	At least NC II plus TMC I <i>*Appropriate to the specialization</i>	6 months of relevant teaching or 6 months of industry work experience	Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring



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3. For the evaluation of points, "Part VII. Evaluation Criteria and Computation of Points" of DepEd Order No. 3, series 2016 (*please refer to enclosure No. 1*) shall apply, additionally;
- i. External applicants who may qualify for the position based on the Civil Service Commission-approved Qualification Standards (QS), may be considered, subject to DO No. 3, s. 2016;
  - ii. In the absence of valid English Proficiency Test (EPT) results, the score for English Communication Skills shall be recorded as zero (0).
4. Instructions to Qualified Applicants:
- a. Application documents must be enclosed in a **LONG BLUE FOLDER** and should be properly ear-tagged.
  - b. Interested qualified applicants shall signify their intent attached with the required documents (*please refer to Enclosure No. 2*).
  - c. The applicant's folder must be received by the Records Section for tracking purposes before submitting to the Personnel Section in the Division Office. **Deadline for submission is on or before 4:00 in the afternoon of February 24, 2025** (complete documents including additional requirements). Submission of additional requirements after the deadline will not be considered and accepted.
  - d. Applicants who failed to submit complete mandatory documents (refer to Enclosure No. 2) on the indicated deadline shall not be included in the list of official applicants for the said position. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB shall not warrant exclusion from the list of applicants. Thus, incomplete mandatory documents are subject for return.
5. The applicant shall have the full responsibility and accountability for the completeness, authenticity and veracity of the documentary requirements submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. The HRMO and the sub-committee shall check and verify the completeness, authenticity and veracity of the documents. Any false and fraudulent documents submitted shall be grounds for disqualification.
6. The Office highly encourages all interested qualified applicants, including the persons with disability (PWD), members of indigenous communities, and those with diverse orientation, gender, and expression (SOGIE) to apply. Attached is the schedule of Recruitment and Selection Process.
7. For immediate and wide dissemination.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

**JANETTE C. VELOSO, CESO VI**  
Assistant Schools Division Superintendent

PER/jmb

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Enclosure No. 1:

<b>CRITERIA</b>	<b>Academic and Core Subjects</b> Groups I-A, I-B, IC, I-D,II, III-A and III-B	<b>TVL</b> Groups IVA, IV-B, IVC and IV-D
a. Education	20	15
b. Teaching/Industry/ Workplace Experience	15	20
c. Specialized Training	10	20
d. Interview	15	15
e. English Communication Skills	10	5
f. Portfolio/Outstanding Achievements	10	10
g. Demonstration Teaching	20	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>



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Enclosure No 2:

**DOCUMENTARY REQUIREMENTS**

<b>Mandatory requirements</b>	<b>A</b>	Letter of intent which shall indicate the following information: a. Statement of purpose/ expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any
	<b>B</b>	CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies duly notarized with the latest passport size ID picture and Work Experience Sheet
	<b>C</b>	Certified photocopy of certificates of relevant specialized training, if any
	<b>D</b>	Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (Refer to Annex C)
	<b>E</b>	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees
	<b>F</b>	Photocopy of valid and updated PRC License/ID
	<b>G</b>	Photocopy of PRC Rating
	<b>H</b>	Photocopy of Certificate of Eligibility
	<b>I</b>	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	<b>J</b>	Photocopy of latest appointment, if any
	<b>K</b>	Photocopy of the Performance Ratings in the latest rating period(s) covering one (1) year performance prior to the deadline of submission
<b>Additional requirements</b>	<b>L</b>	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
<b>Additional requirements for TVL teacher applicants</b>	<b>M</b>	Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)
	<b>N</b>	Certified photocopy of Trainers Methodology Certificate (TMC), if available

**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 (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 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			
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 one (1) year performance prior 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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