



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

Office of the Schools Division Superintendent

January 10, 2024

DIVISION MEMORANDUM

No. 0017, s. 2024

ACCEPTANCE OF APPLICATION FOR TEACHER II SENIOR HIGH SCHOOL

To: Office of the Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 All Others Concerned

- Pursuant to DM-OUHROD-2023-0922 titled "Omnibus Clarification and Guidance on DepEd Order No. 007, s. 2023 and Other Matters on Hiring Arrangement of Teachers", this Office hereby announces the call for application for Senior High School Teacher II positions.

Number of Items	Position	SG	MONTHLY SALARY
Seven (7)	Teacher II (Academic Track)	12	29,165.00
Fourteen (14)	Teacher II (Technical-Vocational Livelihood Track)	12	29,165.00

- In view of the foregoing, No. 2 Filling-up of Senior High School (SHS) Teacher II letter a bullet i: "Incumbents of Teacher I positions in the Elementary and Secondary levels, including SHS, may be considered for promotion to SHS Teacher II positions". Hence, they are encouraged to apply.
- The Basic Qualification Standards of the positions are as follows:

Position Title	Education	Training	Experience	Eligibility
Teacher II (Academic Track)	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	<ul style="list-style-type: none"> Applicants for a permanent appointment: RA1080 (Teacher); if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for s contractual position: None Required; Practitioners (Part-time only): None Required
Teacher II (Technical-Vocational Livelihood Track)	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	





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4. For applicants who are already teaching with the DepEd either in elementary or junior high schools (JHS), DepEd Order No. 066, s. 2007 on the “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions” shall apply, except for “Part III. Computation of Points” of said DepEd Order. “Part VII. Evaluation Criteria and Computation of Points” (DepEd Order No. 3, s. 2016) of this Order shall apply instead. Such provision shall likewise apply to incumbents of SHS Teacher I position who may qualify for the position.

Criteria	Academic and Core Subjects	TVL
	Groups I-A, I-B, I-C, I-D, II, III-A, and III-B	Groups IV-A, IV-B, IV-C, 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
TOTAL	100	100

5. Application documents must be placed in **BLUE** folder. Interested qualified applicants should signify their intent attached with the following documents:
- Letter of Intent addressed to the Head of Office which shall indicate the following information:
 - Statement of purpose/expression of interest
 - Subject group he/she intends to teach
 - Preferred school(s) , if any
 - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet
 - Certified Photocopy of Certificate/s of relevant specialized training/s, if any
 - Certified copy of Voter’s ID and/or any proof of residency
 - National Bureau of Investigation (NBI) clearance
 - Omnibus certification of authenticity and veracity of all documents submitted.
 - Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees
 - Photocopy of valid and updated PRC License/ID, if applicable
 - Photocopy of ratings obtained in the LET/PBET
 - Photocopy of Certificate of Eligibility/Rating, 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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
 - Other documents as may be required for comparative assessment, such as but not limited to:





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- o. 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;
 - p. (For TVL Teacher applicants) Certified photocopy of TESDA National Certificate II and Trainers Methodology Certificate (TMC) appropriate to the specialization.
6. Individuals who failed to submit complete mandatory documents (Items 5.a to 5.f) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 5.g to 5.p) shall not warrant exclusion from the pool of official applicants.
 7. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.gle/GovzUgkEQgFjmgARA>. Compliance of the said form is of utmost importance.
 8. Applicant's folder must be lounged at the Records section first for tracking purposes before submitting it to the Personnel section in the Division Office. **Deadline for submission is on or before 4:00 P.M. of January 25, 2024. (Submission of additional documents after the deadline will not be accepted).**
 9. Please take note of the following guidelines in submission of hard copy requirements:
 - Documents shall be submitted with Table of Contents in accordance with letters A-P stated item number 5. All certificates must be properly enumerated under letter C.
 - Please ensure that all the documents in support of your application are complete and properly tabbed.
 - Only those with complete requirements shall be evaluated.
 10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 5.f), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
 11. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender, and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.
 12. For immediate and wide dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent





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Enclosure No. 1

Schedule of Recruitment and Selection Process

Activities	Schedule	In-charge	Venue
1. Acceptance of application documents	- January 10 – 20, 2024	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
2. Preliminary Screening	- January 21 – 27, 2024	Admin Officer IV/ Secretariat	Personnel Section
3. Presentation of shortlist of qualified applicants	- January 28 – February 03, 2024	Admin Officer IV/ Secretariat	Personnel Section
4. Demonstration Teaching and Division HRMPSB Deliberation/ Interview	- Separate memorandum will be issued	HRMPSB	
7. HRMPSB final deliberation and preparation of CAR/CAR-RQA	- Separate memorandum will be issued	HRMPSB	
8. Submission of CAR/CAR-RQA to the Appointing Authority (Schools Division Superintendent)	- Separate memorandum will be issued	HRMPSB	Office of the Schools Division Superintendent
10. Release and posting of CAR/CAR-RQA	- Separate memorandum will be issued	Admin Officer IV- HRMO	Division Office Bulletin and website

