




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. DM, 5, 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Secondary School Heads/SHS Heads

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : January 24, 2022

SUBJECT : **URGENT CALL FOR SENIOR HIGH SCHOOL (SHS) APPLICANTS
FOR PROMOTION TO TEACHER II**

1. In consonance with DepEd Order No. 66, s. 2007 or the "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and DepEd Order No. 51, s. 2017 or the Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines" and DepEd Order No. 27, s. 2016 or the Qualification Standards (QS) for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd), an urgent ranking for vacancies to SHS Teacher II positions is hereby announced.
2. All concerned School Heads are enjoined to inform ALL QUALIFIED SHS PERMANENT TEACHER I to apply for Teacher II positions, be ready with their documents and submit the same to the school screening committee on the timeline herein attached. Qualified SHS TEACHER I who do not want to join the ranking shall submit a WAIVER.
3. Attached is the basic qualification for SHS Teacher II. To be eligible for the ranking for promotion, the applicant should have at least a Very Satisfactory Performance Rating for the last three (3) rating periods prior to his/her application.
4. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing and Table of Contents on or before **January 31, 2022 (Monday)** to the School Screening Committee:



Real St., Tacloban City
sdotaclobancity@deped.gov.ph

RELEASED
Date: 1-25-22
Time: 2:30
Signature: [Signature]



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- a. Application letter specifying the track being applied for;
- b. Omnibus Certification on the Correctness, Veracity and Authenticity of documents;
- c. Duly accomplished Personal Data Sheet/CS Form 212 (Revised 2017);
- d. Photocopy of actual Performance Rating for the last 3 rating periods;
- e. Photocopy of Updated Service Record;
- f. Photocopy of Certificate of Outstanding Accomplishments;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
- g. Photocopy of Transcript of Records with CAV and other school credentials; and
- h. Photocopy of Certificate of Trainings/Seminars attended conducted for at least 3 days and not credited during the last promotions or acquired within 5 Years period only.

5. The criteria for ranking SHS Teacher I to Teacher II and its corresponding points are as follows:

CRITERIA	POINTS
Performance	35 points
Experience	5 points
Outstanding Accomplishments – Outstanding Employee Award (4 points) – Innovations (4 points) – Research and Dev't Projects (4 points) – Publication/Authorship (4 points) – Consultant/Resource Speaker in Trainings/ Seminars/Workshops/Symposia (4 points)	20 points
Education	25 points
Training	5 points
Potential	5 points
Psycho-social Attributes	5 points
TOTAL	100 POINTS

6. The documents shall be evaluated by the School Screening Committee headed by the School Head assisted by four (4) Department Heads/Master Teachers when applicable or teachers occupying Teacher III positions. **DepEd Order No. 66, s. 2007** and **DepEd Order No. 51, s. 2017** will be used as legal basis in the evaluation of documents. A secretariat shall be assigned to facilitate the documentation and preparation of the School Ranklist.





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7. The School Screening Committee will accomplish the **INDIVIDUAL EVALUATION SHEET** (copy herein attached) for each of the applicants and attach the same to the folder for submission to the Division Review Committee composed of the following:

Chairperson: Assistant Schools Division Superintendent
Members: PSDS In-Charge of the District
Head of the School where the vacancy exists
Chief, CID and SGOD
Administrative Officer V-Administrative Services
Administrative Officer IV (HRMO)
President Teachers' Association

8. All qualified applicants are enjoined to take note of the dates and different activities in the table below:

Activity	Date	Time	Involved Persons	Venue
Submission of Documents to the School Screening Committee (SSC)	01/31/2022 (Monday)		SSC Secretariat	School Head's Office
Conduct of the Pre-Evaluation of Documents by SSC using the Individual Evaluation Sheet (IES)	02/01/2022 (Tuesday)		SSC SSC Secretariat	To be indicated by the School Head
Submission of the School Ranklist, Applicant's Folder with IES and Transmittal Letter <i>(Note: Folder with no IES will not be accepted.)</i>	02/02/2022 (Wednesday)		SSC Secretariat Naisy Brosas	HR Office
<ul style="list-style-type: none">Written TestInterview of ApplicantsConfirmation of Points	02/04/2022 (Friday)	8:00 – 9:00 9:00 – 5:00	Applicants Chair, Division Screening Committee (DSC) Members, DSC	San Fernando CS Open Activity Area

9. All expenses relative to this activity shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
10. For information, guidance, strict compliance and wide dissemination.





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SENIOR HIGH SCHOOL (SHS) TEACHER II QUALIFICATION REQUIREMENTS

EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
FOR THE ACADEMIC TRACK AND CORE SUBJECTS:			
Bachelor's Degree with a major 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	RA 1080
FOR ARTS AND DESIGN TRACK:			
Bachelor's degree with a major in the field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject.	1 year relevant teaching/ industry work experience	4 hours of training relevant to the courses in the Track	RA 1080
FOR THE TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK:			
Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I (appropriate to the specialization)	RA 1080



INDIVIDUAL EVALUATION SHEET
 (For Teaching and Related Teaching)

FOR : _____

NAME OF CANDIDATE: _____ AGE: _____ DATE OF BIRTH: _____
 PRESENT POSITION: _____ DATE OF LAST PROMOTION: _____
 SCHOOL: _____ DISTRICT: _____

CRITERIA	MAX. NO. OF POINTS	CREDIT EARNED BASED ON DOCUMENTS	POINTS EARNED
I. PERFORMANCE RATING	35	_____	_____
SCHOOL YEAR: _____			
AVERAGE: _____			
II. EXPERIENCE	5	_____	_____
_____ Yrs. _____ Month as of _____			
III. OUTSTANDING ACCOMPLISHMENT	20	_____	_____
A. OUTSTANDING ACCOMPLISHMENT	(4)	_____	
<ul style="list-style-type: none"> ➤ Awardee in the school ➤ Nomination in the division/awardee in the district ➤ Nomination in the regional/awardee in the division ➤ Nomination in the Department/ awardee in the region ➤ National Awardee 			
B. INNOVATIONS	(4)	_____	
<ul style="list-style-type: none"> ➤ Conceptualized ➤ Started the implementation ➤ Fully implemented in the school ➤ Adopted in the district ➤ Adopted in the division 			
C. RESEARCH & DEVELOPMENT PROJECTS	(4)	_____	
<ul style="list-style-type: none"> ➤ Action research conducted in the school level ➤ Action research conducted in the district level ➤ Action research conducted in the division level 			
D. PUBLICATION / AUTHORSHIP	(4)	_____	
<ul style="list-style-type: none"> ➤ Articles published in a journal/newspaper/ magazine wide circulation (per article but not to exceed) ➤ Co-authorship of a book (shall be divided by number of authors) ➤ Sole authorship of a book 			
E. CONSULTANT/ RESOURCE SPEAKER IN TRAININGS/ SEMINARS/ WORKSHOPS/ SYMPOSIA	(4)	_____	
<ul style="list-style-type: none"> ➤ District Level ➤ Division Level ➤ Regional Level ➤ National Level ➤ International Level 			
IV. EDUCATION AND TRAINING	30	_____	_____
A. EDUCATION	(25)	_____	
<ul style="list-style-type: none"> ➤ Complete Academic Requirements for Master's Degree 10 pts. ➤ Master's Degree 15 pts. ➤ Complete Academic Requirements for Doctoral Degree 20 pts. ➤ Doctoral Degree 25 pts. 			
B. TRAINING	(5)	_____	
<ul style="list-style-type: none"> ➤ Participant in a specialized training ➤ Three (3) or more training activities <ul style="list-style-type: none"> District Level 1 pts. Division Level 2 pts. Regional Level 3 pts. National Level 4 pts. International Level 5 pts. ➤ Chairman/Co-chairman in a technical / planning committee <ul style="list-style-type: none"> District Level 1 pts. Division Level 2 pts. Regional Level 3 pts. National Level 4 pts. International Level 5 pts. 			
V. POTENTIAL	5	_____	_____
VI. PSYCHOSOCIAL AND PHYSICAL CHARACTERISTICS	5	_____	_____
T O T A L			