



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

DIVISION MEMORANDUM

No. 382, S. 2022

TO : HRMPSB Chair and Members
Chief Education Supervisors
EPSs, PSDs and School Heads
Interested Applicants
All others Concerned

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

DATE : August 16, 2022

SUBJECT : RECRUITMENT AND SELECTION OF APPLICANTS FOR OTHER TEACHING AND
RELATED - TEACHING VACANT POSITIONS

1. The Schools Division of Tacloban City hereby announces the conduct of the Division Assessment and Evaluation for the Recruitment and Selection of Applicants for Other Teaching and Related Teaching Vacant Positions. In its recruitment and selection, this Division adheres to the principle of ***Equal Employment Opportunity accorded to all who qualified to enter government service regardless of gender, civil status, disability, religion, ethnicity or political affiliation.***
2. Document evaluation shall be in accordance with the following DepEd Guidelines:

Position	DepEd Order
Head Teacher VI Education Program Supervisor II Asst. School Principal II	DepEd Order No. 39, S. 2007 – MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS OF HEAD TEACHERS AND PRINCIPALS DepEd Order No. 42, S. 2007 – THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS DepEd Order No. 117, S. 2010 – QUALIFICATION STANDARDS FOR THE POSITION OF EDUCATION PROGRAM SUPERVISOR
Guidance Coordinator III Guidance Counselor I, II & III	DEPED ORDER 66, S. 2007 – REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS MC No. 02 s.2017 AMENDMENT TO CSC NO.16 s.2011 EDUCATION AND TRAINING REQUIREMENTS FOR GUIDANCE COUNSELOR POSITIONS
Teacher II	DEPED ORDER 66, S. 2007 – REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS
Special Science Teacher (SST)	MEMORANDUM OM-PFO-2018-0389 – QUALIFICATION STANDARDS FOR SPECIAL SCIENCE TEACHER (SST) POSITION IN THE DEPARTMENT OF EDUCATION



Real Street, Tacloban City, Leyte 6500
sdotaclobancity@deped.gov.ph



RELEASED

Date: 8/16/22

Time: 4:28



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3. The following are the vacant positions and the Qualification Standards:

POSITION TITLE	SG	LEV EL	AMOUNT	ITEM NO.	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
INSULAR								
EDUCATION PROGRAM SUPERVISOR (FILIPINO)	22	2	69,960	OSEC-DECSB-EPSPV-540130-2010	Master's degree in Education or other relevant Master's degree with specific area or specialization	2 yrs as Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher	8 hrs of relevant training	RA 1080 (Teachers)
SPECIAL EDUCATION TEACHER III	15	2	35,097.00	OSEC-DECSB-SPET3-54002-2013	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hrs of relevant training	RA 1080 (Teacher)
SECONDARY: LEYTE NHS								
HEAD TEACHER VI MATHEMATICS and ARAL. PAN.	19	2	49,835.00	OSEC-DECSB-HTEACH6-540031-1998 OSEC-DECSB-HTEACH6-540033-1998	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4 years	24 hrs of relevant training	RA 1080 (Teachers)
GUIDANCE COORDINATOR III	16	2	38,150.00	OSEC-DECSB-GCOOR3-540002-1998	Master's degree in Guidance and Counseling	1 year relevant experience	4 hrs of relevant training	RA 1080 (Guidance Counselor)
GUIDANCE COUNSELOR III	13	2	29,798.00	OSEC-DECSB-GUIDC3-540075-2007	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
TAC. CITY NIHS								
GUIDANCE COUNSELOR III	13		29,798.00	OSEC-DECSB-GUIDC3-540303-2010 pp 1	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
SAN JOSE NIHS								
GUIDANCE COUNSELOR I	11		25,439.00	OSEC-DECSB-GUIDC1-540028-2011	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
TEACHER II	12		27,608.00	OSEC-DECSB-TCH2-540327-2014	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None Required	RA 1080 (Teachers)





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TNAS								
GUIDANCE COUNSELOR I	11		25,439.00	OSEC-DECSB- GUIDC1-540027- 2011	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
CIRILO ROY MONTEJO NHS								
GUIDANCE COUNSELOR II	12		27,608.00	OSEC-DECSB- GUIDC2-540304- 2011	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
SAGKAHAN NHS								
GUIDANCE COUNSELOR 3	13		29,798.00	OSEC-DECSB- GUIDC3-540002- 2001	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
TAC. CITY NHS								
GUIDANCE COUNSELOR II	12		27,608.00	OSEC-DECSB- GUIDC2-540304- 2010	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
SAN JOSE NHS								
GUIDANCE COUNSELOR II	12		27,608.00	OSEC-DECSB- GUIDC2-540001- 2008	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
SENIOR HIGH SCHOOL:								
ASST. SCHOOL PRINCIPAL II	19		49,835.00	OSEC-DECSB-ASP2- 540038-2016	Bachelor's degree in Education or its equivalent with a major or minor or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teachers)
SPECIAL SCIENCE TEACHER I (SST I)	13		29,798.00	OSEC-DECSB-SPST1- 540007-2016 pp.4 OSEC-DECSB-SPST1- 540008-2016 pp.4 OSEC-DECSB-SPST1- 540010-2016 pp.4 OSEC-DECSB-SPST1- 540012-2017 pp.4 OSEC-DECSB-SPST1- 540013-2017 pp.4 OSEC-DECSB-SPST1- 540078-2020 pp.5 OSEC-DECSB-SPST1- 540076-2022 OSEC-DECSB-SPST1- 540077-2022 OSEC-DECSB-SPST1- 540078-2022 OSEC-DECSB-SPST1- 540079-2022 OSEC-DECSB-SPST1- 540080-2022	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None Required	None Required	RA 1080 (Teacher) Secondary; if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring





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GUIDANCE COUNSELOR II	12		27,608.00	OSEC-DECSB- GUIDC2-540209- 2016 pp.7 OSEC-DECSB- GUIDC2-540210- 2016 pp.7 OSEC-DECSB- GUIDC2-540211- 2016 pp.7 OSEC-DECSB- GUIDC2-540212- 2016 pp.7 OSEC-DECSB- GUIDC2-540213- 2016 pp.7 OSEC-DECSB- GUIDC2-540214- 2016 pp.7 OSEC-DECSB- GUIDC2-540215- 2016 pp.7	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

4. Interested applicants must submit their Letter of Intent (LOI) addressed to **DR. MARIZA S. MAGAN, EdD, CESO V**, Superintendent, Schools Division of Tacloban City through hmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmail.com on or before the midnight of **August 26, 2022 (Thursday)**.
5. 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 **August 31, 2022 (Friday)** to the HR Office:
 - a. Letter of Intent (citing the specific position applied for);
 - b. Accomplished Personal Data Sheet;
 - c. Photocopy of actual Performance Rating for the last 3 rating periods if there is any (Certification alone is not accepted);
 - d. Updated Service Record and / or;
 - e. PRC License/CSC Eligibility for non-teaching;
 - f. Photocopy of Awards/Citations of Outstanding Accomplishment;
 - g. Photocopy of Transcript of Records;
 - h. Photocopy of Certificates of Training attended-conducted for at least 3 days and not credited during the last promotions or acquired within 5 Years period only and;
 - i. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant;
 - j. Photocopy of the related supporting documents
6. All expenses incurred in the conduct of all enumerated activities shall be charged against Local Funds/Division MOOE subject to the usual accounting and auditing rules.





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7. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.
8. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening or interview.
9. Immediate dissemination and strict compliance with this Memorandum are desired.





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Enclosure to Division Memorandum ____s. 2022

CRITERIA, POINTS, AND SUPPORTING DOCUMENTS

CRITERIA	Teaching and Related-Teaching	Non-Teaching Level 2	SUPPORTING DOCUMENTS
A. PERFORMANCE RATING (Performance rating for the last 3 rating periods should be at least Very Satisfactory)	35	30	<ul style="list-style-type: none"> Individual Performance Review Commitment and Review Form (IPCRF)
B. EXPERIENCE (must be relevant to the duties and functions of the position to be filled) Every year is given a point but not to exceed ten (10) points for level 2 and five (5) points for level 1 and teaching and related teaching positions	5	10	<ul style="list-style-type: none"> Appointment Service Record Certificate of Employment Job Contract or Memorandum of Agreement Designation Orders OPCRF/IPCRF
C. OUTSTANDING ACCOMPLISHMENTS (Meritorious Accomplishments) (earned/acquired after the last promotions)	20	20	<ul style="list-style-type: none"> Certificates/Plaques of Recognition or Appreciation
a. Outstanding Employee Award/Other Outstanding Accomplishments	4	4	
- Awardee in the school - Nomination in the division/awardee in the district - Nomination in the region/awardee in the division - Nomination in the Department / awardee in the region - National Awardee	1 1.5 2 3 4		
b. Innovations Innovative workplan properly documented, approved by immediate chief and attested by authorized regional/division official	4	4	
- Conceptualized - Started the implementation - Fully implemented in the school	1 1.5 2		
			<ul style="list-style-type: none"> Copy of the Innovation document with the name of candidate, duly noted by the Head of Office Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the Implementation, or Fully





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<ul style="list-style-type: none"> - Adopted in the district - Adopted in the division 	3 4		<ul style="list-style-type: none"> Implemented in the office • Certification signed by the Head of Office on the extent of implementation in the office
<p>c. Research and Development</p> <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 - Action research conducted in the regional level 	4 1 2 3 4	4 	<ul style="list-style-type: none"> • Copy of the complete manuscript of the implemented/conducted Research and Development Project duly approved by the Head of Office • Certification from the Research Committee on the scope of the Research Locale as to where it was conducted
<p>d. Publication/Authorship</p> <ul style="list-style-type: none"> - Articles published in a journal/newspaper/magazine of wide circulation - Co-authorship of a book (divided by the number of authors) - Sole authorship of a book 	4 1 4 4	4 	<ul style="list-style-type: none"> • Copy of the book, magazine or publication where article is written with name of author indicated; certification of the authorities concerned
<p>e. Consultancy/Resource Speakership in Training/Seminar/Workshop/Symposium</p> <ul style="list-style-type: none"> - District level/school - Division level - Regional level - National level - International 	4 1 1.5 2 3 4	4 	<ul style="list-style-type: none"> • Certificates/Plaques of Recognition or Appreciation





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D. EDUCATION AND TRAINING Education <ul style="list-style-type: none"> Complete Academic Requirements for Master's Degree Master's Degree Complete Academic Requirements for Doctoral Degree Doctoral Degree 	25 10 15 20 25	15 7 10 13 15	<ul style="list-style-type: none"> Transcript of Records Certification for Completed Academic Requirements
Training (earned/acquired after the last promotion) Participant in a specialized training, e.g. scholarship programs, short courses, study grants. Participant in three (3) or more training activities in each level conducted for at least three (3) days <ul style="list-style-type: none"> - District Level - Division Level - Regional Level Participant in one (1) training conducted for at least three (3) days. <ul style="list-style-type: none"> - National Level - International Level Chair/Co Chair in a technical/planning Committee <ul style="list-style-type: none"> - District Level - Division level - Regional level - National level - International level 	5 One point for every month of attendance but not to exceed ten(10) points 1 2 3 4 5	10 One point for every month of attendance but not to exceed ten(10) points 2 4 6 8 10	<ul style="list-style-type: none"> Certificates of Completion or Participation





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E. POTENTIAL (Behavioral Event Interview and Written Examination)	5	10	HRMPSB Ratings
- Communication Skills	1	2	
- Ability to present Ideas	1	2	
- Alertness	1	2	
- Judgement	1	2	
- Leadership Ability	1	2	
F. PSYCHO-SOCIAL ATTRIBUTES	5	5	HRMPSB Ratings
a. Human Relations	2	2	
b. Decisiveness	2	2	
c. Stress Tolerance	1	1	
TOTAL	100	100	

