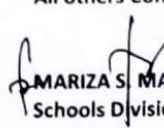




Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY  
Tacloban City

DIVISION MEMORANDUM  
No. 622, 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 : December 5, 2022

SUBJECT : ANNOUNCEMENT ON RECRUITMENT AND SELECTION OF APPLICANTS FOR OTHER TEACHING, RELATED - TEACHING AND NON-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, Related Teaching and Non-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
School Principal II School Principal III Head Teacher VI	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
Master Teacher III Master Teacher II	MEC Order No. 10, s.1979 Implementing Rules and Regulations for the System of Career Progression for Public School Teachers  DECS ORDER No. 70, s. 1988 – REVISED POLICY ON MASTER TEACHERS FOR SECONDARY SCHOOLS
Guidance Counselor III Guidance Counselor I	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 III	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) I POSITION IN THE DEPARTMENT OF EDUCATION



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



**RELEASED**

Date: 10-6-22  
Time: 7:40  
Signature: [Signature]



**Republic of the Philippines**  
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**SCHOOLS DIVISION OF TACLOBAN CITY**  
**Tacloban City**

Librarian I

CSC MC NO. 1, s. 1997 dated January 24, 1997

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

POSITION TITLE	SG	LEV EL	AMOUNT	ITEM NO.	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>INSULAR</b>								
SCHOOL PRINCIPAL II	20	2	55,799	OSEC-DECSB-SP2-540001-2011 OSEC-DECSB-SP2-540273-2010	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr as Principal	40 hrs of relevant training	RA 1080 (Teachers)
SCHOOL PRINCIPAL III	19	2	62,449.00	OSEC-DECSB-SP3-540099-2010	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs as Principal	40 hrs of relevant training	RA 1080 (Teachers)
SPECIAL EDUCATION TEACHER I	14	2	32,321.00	OSEC-DECSB-SPET1-540039-2007	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)
<b>SECONDARY: LEYTE NHS</b>								
HEAD TEACHER VI	19	2	49,835.00	OSEC-DECSB-HTEACH6-540035-1998	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)
MASTER TEACHER III	20	2	55,799.00	OSEC-DECSB-MTCHR3-540001-2011	Completion of academic requirements for a Master's degree in Education or its equivalent	1 year as Master Teacher II or 5 yrs Teacher III	8 hours of relevant training	RA 1080 (Teachers)
MASTER TEACHER II	19	2	49,835.00	OSEC-DECSB-MTCHR2-540641-1998	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teachers)
GUIDANCE COUNSELOR III	13	2	29,798.00	OSEC-DECSB-GUIDC3-540045-2005	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 ( Guidance Counselor )







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GUIDANCE COUNSELOR I	11	2	25,439.00	OSEC-DECSB-GUIDC3-540016-1998	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 ( Guidance Counselor )
TEACHER III	13	2	29,798.00	OSEC-DECSB-TCH3-540231-2009	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in	Two (2) years relevant experience	None Required	RA 1080 ( Teacher )
<b>SAN JOSE NHS</b> LIBRARIAN I	11	2	25,439.00	OSEC-DECSB-LIB1-540012-2011	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	None Required	None Required	RA 1080 ( Teacher )
<b>CIRILO ROY MONTEJO NHS</b> TEACHER III	13	2	29,798.00	OSEC-DECSB-TCH3-540529-2011 OSEC-DECSB-TCH3-540530-2011	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in	Two (2) years relevant experience	None Required	RA 1080 ( Teacher )

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](mailto:hmosdotac@deped.gov.ph) carbon copy (cc) [macapugasmar@gmail.com](mailto:macapugasmar@gmail.com) on or before the midnight of **December 15, 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 **December 16, 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 if any;
  - 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 or Division MOOE subject to the usual accounting and auditing rules.





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**Tacloban City**

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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 not included in the evaluation/ranking for the said position.
8. Enclosure 1 shows the Criteria, points and supporting documents for other teaching, related-teaching And non-teaching position.
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
<b>A. PERFORMANCE RATING</b> (Performance rating for the last 3 rating periods should be at least Very Satisfactory)	35	30	<ul style="list-style-type: none"> <li>Individual Performance Review Commitment and Review Form (IPCRF)</li> </ul>
<b>B. EXPERIENCE</b> ( 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"> <li>Appointment</li> <li>Service Record</li> <li>Certificate of Employment</li> <li>Job Contract or Memorandum of Agreement</li> <li>Designation Orders</li> <li>OPCRF/IPCRF</li> </ul>
<b>C. OUTSTANDING ACCOMPLISHMENTS</b> (Meritorious Accomplishments) (earned/acquired after the last promotions)	20	20	<ul style="list-style-type: none"> <li>Certificates/Plaques of Recognition or Appreciation</li> </ul>
<b>a. Outstanding Employee Award/Other Outstanding Accomplishments</b>	4	4	
- Awardee in the school	1		
- Nomination in the division/awardee in the district	1.5		
- Nomination in the region/awardee in the division	2		
- Nomination in the Department / awardee in the region	3		<ul style="list-style-type: none"> <li>Copy of the Innovation document with the name of candidate, duly noted by the Head of Office</li> <li>Certificate signed by the Head of Office on the extent of implementation, whether Conceptualized, Started the</li> </ul>
- National Awardee	4	4	
<b>b. Innovations</b>	4		
Innovative workplan properly documented, approved by immediate chief and attested by authorized regional/division official	1		
- Conceptualized	1.5		





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





