



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

May 2, 2023

DIVISION MEMORANDUM
No. 232, S. 2023

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

**ANNOUNCEMENT ON RECRUITMENT AND SELECTION OF APPLICANTS FOR SCHOOL
ADMINISTRATION, 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 School Administration, 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 DepEd Order No. 7, s.2023 entitled **GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION.**
3. The following are the vacant positions and the Qualification Standards:

Position Title	No. of Vacant Position	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
ELEMENTARY									
Public Schools District Supervisor	1	OSFC-DECSB PSDS-540317-1998	22	71,511	Master's degree in Education or other's degree Master	Five years cumulative experience in instructional supervision and school management	16 hrs of relevant training	RA 1080 (Teacher)	Insular
School Principal II	1	OSEC-DECSB SP2-540275-2010 pp 6	20	57,347	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) PMAT or NQESH Passer	Insular

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sdotaclobancity@deped.gov.ph

Date 5/3/23
Time 10:10
By 1



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School Principal I	3	OSEC-DECSB-SP1-541119-2010 pp 10 OSEC-DECSB-SP1-541128-2010 pp 11 OSEC-DECSB-SP1-541131-2010 pp 11	19	51,357.00	Bachelor's degree in Elementary Education, or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; Teacher in Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hrs. of relevant training	RA 1080 (Teachers)	Elementary
Master Teacher III	1	OSEC-DECSB-MTCHR3-540014-2022 pp 5	20	57,347.00	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)	Elementary
Master Teacher II	1	OSEC-DECSB-MTCHR2-540620-1998 pp 8	19	51,357.00	Bachelor of Elementary Education (BEEDE), or Bachelor's degree plus 18 professional education units - 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)	Elementary
Master Teacher I	2	OSEC-DECSB-MTCHR1-542060-1998 pp 17 OSEC-DECSB-MTCHR1-542006-1998 pp 14	18	46,725.00	Bachelor of Elementary Education (BEEDE), or Bachelor's degree plus 18 professional units in Education and - 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None Required	RA 1080 (Teachers)	Elementary
Head Teacher III	1	OSEC-DECSB-HTEACH3-540994-1998	16	39,672.00	Bachelor's degree in Elementary Education, or Bachelor's degree with 18 professional education units	HT for 2 yrs; TIC for 2 yrs; Teacher for 5 yrs	24 hrs. relevant training	RA 1080 (Teachers)	Elementary
Teacher III	8	OSEC-DECSB-TCH3-545590-1998 pp 66 OSEC-DECSB-TCH3-540129-2006 pp 32	13	31,320.00	Bachelor of Elementary Education (BEEDE) or Bachelor's degree plus 18	2 years relevant experience	None Required	RA 1080 (Teachers)	Elementary





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		OSEC DECSB TCH3-540052 2005 pp 28 OSEC DECSB- TCH3 540315 2015 pp 43 OSEC DECSB TCH3-541331- 2019 pp 57 OSEC DECSB- TCH3-540643- 2014 pp 48 OSEC DECSB TCH3 542052- 2019 pp 58 OSEC DECSB- TCH3 540296- 2015 pp 38			professional units in Education				
Teacher II	2	OSEC DECSB TCH2 540273 2010 pp 83 OSEC DECSB- TCH2 545091- 1998 pp 92	12	29,165.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None Required	RA 1080 (Teachers)	Elementary
Teacher I	1	OSEC DECSB TCH1-558289 1998 pp 115 OSEC DECSB- TCH1 540703- 2015 pp 101 OSEC DECSB- TCH1 541017 2012 pp 102 OSEC DECSB- TCH1 541970- 2016	11	27,000.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teachers)	Elementary
SECONDARY									
Position Title	No. of Vacant Position	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
School Principal IV	1	OSEC DECSB- SP4 540116- 2010	22	71,511.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of management	3 years as Principal	40 hrs. of relevant training	RA 1080 (Teachers)	Cirilo Roy MNHS
Master Teacher III	1	OSEC DECSB- MTCHR3- 540013 2018	20	57,347.00	Completion of academic requirements for a Master's degree in Education or its equivalent	1 yr. as Master Teacher II or 5 years as Teacher III	8 hrs. of relevant training	RA 1080 (Teachers)	Cirilo Roy MNHS
Teacher III	5	OSEC DECSB- TCH3 5411351 2019	13	31,320.00	Bachelor of Secondary Education (BSED) or Bachelor's	Two (2) years	None Required	RA 1080 (Teacher)	Leyte National High School





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		OSEC DECSB-TCH3 540305 2010			degree plus 18 professional units in Education with appropriate major	relevant experience			Sagkahan NHS
		OSEC DECSB-TCH3 540624 2017							San Jose NHS
		OSEC DECSB-TCH3 541210 2011							Cirilo NHS
		OSEC DECSB-TCH3 540024 2022							No TCNHS
Teacher II	3	OSEC DECSB-TCH2 540087 2015	12	29,165.00	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)	Leyte National High School San Jose NHS
		OSEC DECSB-TCH2 540327 2014							Cirilo Roy MNHS
		OSEC DECSB-TCH2 540065 2018							
Teacher I	4	OSEC DECSB-TCH1 541684 2014	11	27,000.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teachers)	Cirilo Roy MNHS
		OSEC DECSB-TCH1 541056 2012							Cirilo Roy MNHS
		OSEC DECSB-TCH1 567091 1998							Tac. City NHS
		OSEC DECSB-TCH1 567091-1998							San Jose NHS
Teacher I (DOST)	7	OSEC DECSB-TCH1 540230 2020	11	27,000.00	Bachelor of Secondary Education (BSFD) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teachers)	Cirilo Roy NHS
		OSEC DECSB-TCH1 540034 2021							Ridgeview Park IS
		OSEC DECSB-TCH1 540035 2021							Ridgeview Park IS
		OSEC DECSB-TCH1 540033 2021							Ridgeview Park IS
		OSEC DECSB-TCH1 540029 2021							GMA Kapusan
		OSEC DECSB-TCH1 540030 2021							North Hill AIS
		OSEC DECSB-TCH1 540036 2021							V&G NHS
Administrative Officer IV	1	OSEC DECSB-ADOI4 540080 2004	15	36,619.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Cirilo Roy MNHS





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Guidance Counselor III	2	OSEC DECSB-GUIDC3-540045 2005	13	31,320.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Leyte National High School Tac City Night National HS
		OSEC DECSB-GUIDC3-540303 2010 pp 1							
Guidance Counselor II	3	OSEC DECSB-GUIDC2-540304 2011	12	29,165.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Cirilo Roy MNHS Tac City NHS San Jose NHS
		OSEC DECSB-GUIDC2-540304 2010							
		OSEC DECSB-GUIDC2-540001 2008							

Guidance Counselor I	3	OSEC DECSB-GUIDC1-540016 1998	11	27,000.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Leyte National High School San Jose NHS TNAS
		OSEC DECSB-GUIDC1-540028 2011							
		OSEC DECSB-GUIDC1-540027 2011							
Security Guard I	1	OSEC DECSB-SECG1-540134 1998	3	14,678.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s Cat. II)	Leyte National High School
Admin. Aide I	1	OSEC DECSB-ADA1-540123 2004	1	13,000.00	Must be able to read and write	None Required	None Required	NONE	Leyte National High School

SENIOR HIGH SCHOOL

Position Title	No. of Vacant Position	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
Special Science Teacher (SST-1)	5	OSEC DECSB-SPST1-540076 2020	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics of other applied courses as identified and approved by DOSI as priority S&T courses	None Required	None Required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	Sagkahan NHS Leyte NHS
		OSEC DECSB-SPST1-540075 2020							
		OSEC DECSB-SPST1-540009 2017							
		OSEC DECSB-SPST1-540007 2016							
		OSEC DECSB-SPST1-540011 2017							
Teacher II	3	OSEC DECSB-TCH2-540805 2017	12	29,165.00	Bachelor's degree with major in the relevant	None Required	None Required	RA 1080 (Teacher);	Sagkahan NHS





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		OSEC DECSB-TCH2-540807-2017 OSEC DECSB-TCH2-542342-2017			strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject			If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	
Teacher I (Technical Vocational Livelihood TVL Track)	1	OSEC DECSB-TCH1-541697-2016	11	27,000.00	Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	None Required	At least NC II *Appropriate to the specialization	RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	V&G SHS
Teacher I (Academic Track and Core Subjects)	1	OSEC DECSB-TCH1-542356-2017	11	27,000.00	Bachelor's degree with major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	Sagkahan NHS
Guidance Counselor II	7	OSEC DECSB-GUIDC2-540209-2016 OSEC DECSB-GUIDC2-540210-2016 OSEC DECSB-GUIDC2-540211-2016 OSEC DECSB-GUIDC2-540212-2016 OSEC DECSB-GUIDC2-540213-2016 OSEC DECSB-GUIDC2-540214-2016 OSEC DECSB-GUIDC2-540215-2016	12	29,165.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	SHS

4. Interested applicants must submit their Letter of Intent (LOI) addressed to **JUDELLA RUIZ-LUMPAS, EdD, CESO VI**, Schools Division Superintendent, Schools Division of Tacloban City through hmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmail.com on or before the midnight of May 12, 2022 (Friday).





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5. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing and Checklist of Requirements (*Enclosure 1*) on or before **May 16, 2023, (Tuesday)** to the HR Office.

6. The Criteria and Point System for Evaluative Assessment are as follows:

School Administration Positions

Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
TOTAL	100

Related-Teaching Positions

Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG 27	SG 24
Education	10	10	10
Training	10	10	10
Experience	10	10	10
Performance	20	20	25
Outstanding Accomplishments	10	5	10
Application of Education	10	15	10
Application of Learning and Development	10	10	10
Potential (Written Exam, BEI, Work Sample Test)	20	20	15
TOTAL	100	100	100

Non-Teaching Positions

Criteria	Breakdown of Points	
	SG 1-9	SG 10-22 and SG 27
Education	10	5
Training	10	10
Experience	10	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI, Work Sample Test)	20	20
TOTAL	100	100





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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. 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.
10. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening or interview.
11. Immediate dissemination and strict compliance with this Memorandum are desired.


JUDELLA RUIZ-LUMPAS, Ed.D, CESO VI,
Schools Division Superintendent





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/such committee)	
		Status of Submission (Check if completed)	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