

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

August 31, 2023

DIVISION MEMORANDUM No. <u>508</u>, S. 2023

TO

Chief Education Supervisors

Education Program Supervisors Public Schools District Supervisors

Secondary School Heads/ Senior High School Heads

SUBJECT

URGENT CALL FOR SENIOR HIGH SCHOOL (SHS) APPLICANTS FOR

PROMOTION TO TEACHER II

- 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 Qualifications 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, "The Qualification Standards (QS) for Senior High School Teaching Positions in the Department of Education (DepEd), an urgent ranking for vacancies to SHS Teacher II positions is hereby announced.
- 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. The Qualification Standard for Senior High School Teacher II (Salary Grade 12) are as follows:

Education Requirements	Experience	Training	Eligibility
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 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 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:			5,055
Bachelor's degree holder; graduate of technical- vocational course(s) in the area of specialiozation	None Required	At least NC* II + TMC** I *Appropriate to the specialization	RA 1080

* National Certificate

**TMC-Trainer's Methodology Certificate





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4. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing The following documents on or before September 1, 2023 (Friday) to the School Screening Committee:

a. Application letter specifying the track being applied for;

- a. Application (Enclosure 1);
 b. Checklist of Requirements with Omnibus Sworn Statement (Enclosure 1);
- 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 valid and updated PRC License/ID:

- f. Photocopy of Updated Service Record and/or Appointment;
- g. Photocopy of Certificate of Outstanding Accomplishments, if applicable;
 - Outstanding Accomplishment
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposia
- h. Photocopy of scholastic/academic record such as Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- i. Photocopy of Certificate of Trainings/Seminars attended conducted at least 3 days and not credited during the last promotions or acquired within 5 years period only.
- 5. Enclosure No. 1 and 2 shows Checklist of Requirements with Omnibus Sworn Statement and Individual Evaluation Sheet (IES) respectively.
- 6. The criteria for ranking SHS Teacher I to Teacher II DepEd Order No. 66, s. 2007 and its corresponding points are as follows:

CRITERIA	POINTS
	35
Performance	(Mark)
Experience	5
	20
Outstanding Accomplishment	25
Education	
Training	5
	5
Potential	5
Psycho-social Attributes	
	100
TOTAL	

7. The documents shall be evaluated by the School Screening Committee headed by the School Head assisted by four (4)

Department Headen 6. Department Heads/Master Teachers when applicable or teachers occupying Teacher III positions. DepEd Order No. 66, s. 2007 and DepEd Order Secretariat shall be 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 it. assigned to facilitate the documentation and preparation of the School Ranklist.



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8. The School Screening Committee will accomplish the INDIVIDUAL EVALUATION SHEET (see Enclosure 2) 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

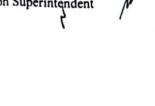
Administrative Officer IV-HRMO President Teachers Association

9. 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)	Sept. 1, 2023 (Friday)	-	SSC Secretariat	School Head's office	
Conduct of the Pre-Evaluation of Documents of Documents by SSC using the Individual Evaluation Sheet and Transmittal Letter	Sept. 4, 2023 (Monday)		SSC SSC Secretariat	To be indicated by the school head	
Submission of the School Ranklist, Applicant's folder with IES and Transmittal Letter (Note: Folder with no IES will not be accepted)	Sept. 5, 2023 (Tuesday)	8:00 am to 5:00 pm	SSC Secretariat HRMPSB Secretariat	HR Office	
Written Test, Interview of Applicants and Confirmation of Points	Sept. 6, 2023 (Wednesday)	8:00 am- 5:00 pm	Applicants Chair, Division Screening Committee Members (DSC)	Division Conference Hall	

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

JUDELLA R. LUMPAS, EdD, CESO VI Schools Division Superintendent









Republic of the Philippines Bepartment of Education Region VIII SCHOOLS DIVISION OF TACLOBAN Tacleban City



CHECKLIST OF B	EQUIREMENTS		Annex	
	EQUIREMENTS			
me of Applicant:eltion Applied For:	Application Code:			
See of the Position Applied For:				
ntact Number:				
lidon:				
hnicity:				
reon with Disability: Yes () No ()				
lo Parent: Yes () No ()				
	Status of		rification HRMO/HROMics/sub-committee)	
Basic Documentary Requirement	Submission (To be filled-out by the	Status of		
	applicant	Submission	Remarks	
the Head of Office and the	Check if submitted)	(Check if complied)		
Letter of intent addressed to the Head of Office or highest human resource officer				
Duly accomplished Personal Data Sheet (PDS)				
(CS Form No. 212, Revised 2017) and Work Experience Sheet,				
if applicable				
Photocopy of valid and updated PRC License/ID, if applicable				
Photocopy of Certificate of Eligibility/Report of Rating, if				
applicable				
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				
Photocopy of Certificate/s of Training, 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				
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				
documents and bata i i i acy consent i of in				
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:				
U Parauma Managaman CM				
Human Resource Management Officer				
numen resource standard Officer				

OMNIBUS SWORM	STATEMENT			
	STATEMENT			
OMNIBUS SWORM CERTIFICATION OF AUTHENTICITY AND VERACITY		nowledge and belief,	and the documents	
OMNIBUS SWORM	nd of my personal kr	nowledge and belief,	and the documents	
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In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) twinter the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be suthenticated so as to be usable for subsequent reference.

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

Enclosure No. 2 to Division Memorandum No. INDIVIDUAL EVALUATION SHEET (For Teaching and Related Teaching)

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

SCHOOL:			
CRITERIA	MAX. NO. OF POINTS	CREDIT EARNED BASED ON DOCUMENTS	POINTS EARNED
I. PERFORMANCE RATING SCHOOL YEAR:	35		
			•
AVERAGE:	5		
II. <u>EXPERIENCE</u> Yrs Month as of			
II. OUTSTANDING ACCOMPLISHMENT	20		
A. <u>OUTSTANDING ACCOMUSHMENT</u> > Awardee in the school	(4)		
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 > Conceptualized > Started the Implementation > Fully Implemented in the school > Adopted in the district > Adopted in the district	(4)		
C. RESEARCH & DEVELOPMENT PROJECTS > Action research conducted in the school level > Action research conducted in the district level > Action research conducted in the division level	(4)		
D. PUBLICATION / AUTHORSHIP 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	(4)		
E. CONSULTANT/RESOUCE SPEAKER IN TRAININGS/SEMINARS/ WORKSHOPS/SYMPOSIA > District Level > Division Level > Regional Level > International Level	(4)		
/. EDUCATION AND TRAINING	30		
A. EDUCATION	(25)		
Master's Degree	(5)		
> Participant in a specialized training > Three (3) or more training activities District Level	(4)		
National Level	5		
1. PSYCHOSOCIAL AND PHYSICAL CHARACTERISTICS	5		
	100		
TOTAL			