



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

August 31, 2023

DIVISION MEMORANDUM

No. 508, 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

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 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.

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. 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:			
Bachelor's degree holder; graduate of technical-vocational course(s) in the area of specialization	None Required	At least NC* II + TMC** I *Appropriate to the specialization	RA 1080

* National Certificate

**TMC-Trainer's Methodology Certificate



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



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

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 September 1, 2023 (Friday) to the School Screening Committee:
- Application letter specifying the track being applied for;
 - Checklist of Requirements with Omnibus Sworn Statement (Enclosure 1);
 - Duly accomplished Personal Data Sheet/ CS Form 212 (Revised 2017);
 - Photocopy of Actual Performance Rating for the last 3 rating periods;
 - Photocopy of valid and updated PRC License/ID;
 - Photocopy of Updated Service Record and/or Appointment;
 - 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
 - Photocopy of scholastic/academic record such as Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - 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
Performance	35
Experience	5
Outstanding Accomplishment	20
Education	25
Training	5
Potential	5
Psycho-social Attributes	5
TOTAL	100

7. 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.





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

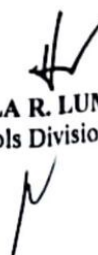
8. The School Screening Committee will accomplish the INDIVIDUAL EVALUATION SHEET (see Enclosure 2) for each of the applicants and attach the same to the folder for submission to the Division review Committee composed of the following:

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 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 Division Screening Committee (DSC) Chair, Screening Members	Division Conference Hall

10. 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



RELEASED

Date: 8/31/23
Time: 4:07 PM
Signature: 





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 HRMCV/HR Office/sub-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

T O T A L