



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

June 27, 2024

**DIVISION MEMORANDUM**

No. 438 s. 2024

**RECRUITMENT OF APPLICANTS FOR VACANT SPED TEACHER 1  
 POSITIONS FOR SCHOOL YEAR 2024-2025**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors, SGOD and CID  
 Education Program Supervisors/Public Schools District Supervisors  
 Elementary and Secondary School  
 Division Human Resource Merit Promotion and Selection Board  
 All Interested Teacher Applicants

1. In our continued pursuit towards excellence in Human Resource Management, this office hereby announces to the field the opening of applications for SPED Teacher 1 Positions for the School Year 2024-2025 as follows:

POSITION	NO. OF ITEMS	LEVEL	SALARY GRADE	MONTHLY SALARY
SPED Teacher 1	9	Elementary	14	33,843.00
SPED Teacher 1	1	Secondary	14	33,843.00

2. To be guided on the conduct of these undertakings, the following enclosures are provided:  
 Enclosure A – Algorithm for SPED Teacher 1 Positions  
 Enclosure B – Qualification Standards  
 Enclosure C – Criteria, Points and Supporting Documents  
 Enclosure D – Checklist of Requirements (Annex C)
3. In view thereof, all interested and qualified applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation are encouraged to submit the **basic requirements** listed below to the Division HR, addressed to **SHERLITA A. PALMA, EdD, CESO VI**, OIC-Schools Division Superintendent, properly tabbed/labeled **received at the Records Section**, on or before **July 4, 2024 (Thursday) until 5:00 pm**:
  - a. Letter of Intent addressed to the Schools Division Superintendent;
  - b. Fully accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Certified true copy of valid and updated PRC ID/License (if applicable);
  - d. Certified true copy of eligibility/board rating (if applicable);
  - e. Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post graduate units/degrees;
  - f. Certified true copies of certificates of trainings **relevant to the position applied for**, if applicable;
  - g. Certified true copies of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is applicable;
  - h. Certified true copy of the latest CSC approved appointment/last promotion (mandatory requirement) if applicable;
  - i. Photocopy of the Performance Ratings in the last rating period one-year performance prior to the deadline of submission, if applicable;



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- j. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, Publications and Speakership);
  - k. Checklist of Requirements with Omnibus Sworn Statement on the Certification on the Authenticity and Veracity(CAV) of the documents submitted and Data Privacy Consent Form/Waiver pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form, **notarized** by an authorized official( see enclosure D).
4. Applicants will be assessed using **DO No. 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions)** . All concerned are advised to download the above-cited memorandum at [www.deped.gov.ph](http://www.deped.gov.ph)
  5. Applicants who do not meet the minimum qualification standard set for the vacant positions are automatically disqualified to advance the screening process.
  6. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents during the evaluation of documents.
  7. Applicants for promotion must have at least one (1) complete Performnace Rating SY 2022-2023 with at least a Very Satisfactory (VS) or Outstanding rating of the present position before he/she can apply for the next higher position.
  8. Applicants who failed to submit mandatory documents as herein mentioned on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. **No additional documents shall be accepted after the said deadline, as indicated in this memorandum.**
  9. All expenses incurred for meals and other incidental expenses of the District/School Selection Sub-Committees will be charged against their local/school MOOE funds while the Division Selection Committee (DSC) will be charged against OSDS funds subject to the usual auditing and accounting rules and regulations.
  10. Immediate and wide dissemination of this memorandum are desired.

*Sherlita*

**SHERLITA A. PALMA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer in Charge-Schools Division Superintendent

Enclosure: as stated

Reference: DepEd Order No. 66, s. 2007, ORAOHRA

To be indicated in the Perpetual Index under the following subjects:

OPEN DOORS      ANNOUNCEMENT      SPET 1      HIRING      SUBMISSION      PROMOTION

OSDS/PS/NMB/062724

