



2023-08-14-0760

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



**Office of the Schools Division
Superintendent**

August 14, 2023

DIVISION MEMORANDUM

No. 692, s. 2023

**ACCEPTANCE OF APPLICATION FOR THE VACANT TEACHER II- SENIOR HIGH SCHOOL
POSITIONS IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

To: OIC, Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Administrators
HRMPSB Members
All Interested Qualified Applicants

1. This Office announces the acceptance of application for Teacher II position for the Senior High School (SHS).
2. Pursuant to DM-OUHROD-2023-0922, *incumbents of Teacher I positions in the Elementary and Secondary levels, including SHS, may be considered for promotion to SHS Teacher II positions.*
3. The Division Open Ranking aims to provide a pool of qualified applicants for Teacher II positions needed in filling-up vacancies for the following SHS Subject Groups:

GROUP I	HUMSS
HUMSS I-A	Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research
HUMSS I-B	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't ibang Teksto sa Pananaliksik, Pagsulat sa Filipino sa Piling Larangan
HUMSS I-C	21 st Century Literature from the Philippines and the World; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to the Philosophy of the Human Person and related specialized HUMSS subjects
HUMSS I-D	Media and Information Literacy; Empowerment Technologies (for the Strands)
GROUP II	ABM and Entrepreneurship, Research and Work Immersion
GROUP III	STEM and the following subject groupings:
STEM III-A	General Mathematics, Statistics and Probability and related specialized STEM subjects
STEM III-B	Earth Science, Earth and Life Science, Physical Science and related specialized STEM subjects



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
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Website: www.depeddavaodeoro.ph

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GROUP IV	TVL and the following specializations:
TVL IV-A	Specialized TVL/Agri-Fisheries
TVL IV-B	Specialized TVL/Industrial Arts
TVL IV-C	Specialized TVL/ICT
TVL IV-D	Specialized TVL/Home Economics

- The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply the vacant positions.
- The Qualification Standards for the positions are as follows:

Position Title/ Salary Grade	Education	Training	Experience	Eligibility
Teacher II/SG 12 (Academic Track)	Bachelor's degree major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a master's degree in relevant strand/subject.	None Required	None Required	RA 1080 (Teacher)
Teacher II/SG 12 (TVL Track)	Bachelor's degree; or completion of Technical-Vocational course(s) in the area of specialization	At least NC II + TMC I Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	

- The evaluation shall be based on DepEd Order No. 3, s. 2016 on the Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017, DepEd Order No. 51, s. 2017 Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational Livelihood Track and Other Clarifications on the Hiring Guidelines, and DepEd Order No. 66, s. 2007 on the Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching and Non-Teaching Positions.
- Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidarianan, Nabunturan, Davao de Oro. Deadline of submission will be on **August 23, 2023 at 5:00** in the afternoon.



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8. Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.

9. Prompt and wide dissemination of this memorandum is desired.

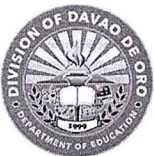
By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT MPA
Administrative Officer V
Officer-In-Charge

Encl.: As stated

Reference:

FN: HRMPSB VACANT T-II SHS ITEMS



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Enclosure No. 1

Schedule of Recruitment, Selection and Appointment Process

Activities	Schedule	In-Charge	Venue
Publication of vacant positions	July 27-August 9, 2023	Admin Officer IV	Division Office Bulletin and website
Submission of application documents	August 15-23, 2023	Records Section	Records Unit
Verification of CAV of applicants to CHED Office/SUCs	August 15-23, 2023	HRMPSB Secretariat	Personnel Unit
Preliminary Screening and Initial Evaluation of the Qualification of Applicants	August 24-September 7, 2023	Admin Officer IV/Secretariat	Personnel Unit
HRMPSB Deliberation/Comparative Assessment of Applicants	September 8-15, 2023	HRMPSB	
Written Examination	Separate memorandum will be issued	HRMPSB and HRDS	
Behavioral Events Interview	Separate memorandum will be issued	HRMPSB	
HRMPSB Final Deliberation and preparation of CAR/CAR-RQA	September 25, 2023	HRMPSB/Secretariat	
Submission of CAR-RQA to the Appointing Authority(SDS)	September 28, 2023	HRMPSB	Office of the Schools Division Superintendent
Issuance of Appointment with complete documentary requirements	October 2, 2023 and onwards	Admin Officer IV	Personnel Section
Posting of Issued Appointments	November 2, 2023 onwards	Admin Officer IV/Secretariat	Division Office Bulletin and website



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Contact Number: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 Strand/Track/Specialization: _____
 Religion: _____
 Ethnicity: _____

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/sub-committees)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer (Indicate the TRACK/STRAND/SPECIALIZATION applied for)			
b.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with the attachment to CS Form 212 Work Experience Sheet and 1 Passport size ID picture			
c.	Photocopy of valid and updated proof of eligibility (valid PRC License)			
d.	Photocopy of Certificate of Eligibility/Report of Rating			
e.	Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (CAV) Transcript of Records (TOR) and Diploma/certification on CAR , including completion of graduate and post-graduate units/degrees, if available For TVL Track applicants: Photocopy of valid NCII and TMC I relevant to the specialization			
f.	Photocopy of Certificate/s of Training acquired in the last five (5) years. Should be relevant to the learning area, specialization or strand			
g.	Photocopy of duly signed Updated Service Record			
h.	Photocopy of latest appointment			
i.	Photocopy of Approved Performance Ratings for the last three (3) rating periods prior to the assessment			
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 (Annex C)			
k.	Other documents as may be required for comparative assessment: Means of Verification (MOV) showing: 1) Outstanding Employee Award/s; 2) Approved innovative work plan, 3) Research and development projects; 4) Publication/authorship; 5) Consultation/Resource Speaker in Trainings/Seminars/Workshops/ Symposia; 6) Certificates of relevant trainings attended (must be relevant to the position being applied) 7) Certificates of Recognition/Commendation (if any) not used during the last promotion and acquired in the last five (5) years reckoned from the issuance of this memorandum			

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

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) (w)here 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 authenticated so as to be usable for subsequent reference.