



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

August 25, 2023

DIVISION MEMORANDUM
NO. 225, s. 2023

**ACCEPTANCE OF 2nd BATCH APPLICATIONS FOR TEACHER II POSITIONS
FOR SY 2023-2024**

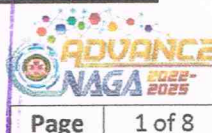
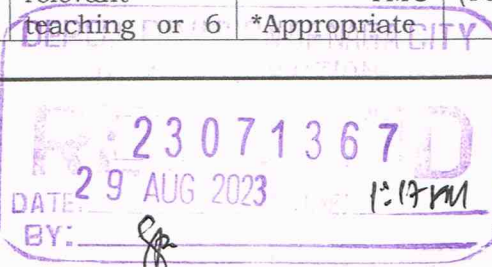
To: Assistant Schools Division Superintendent
CID & SGOD Chiefs and Personnel
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of the 2nd batch applications for Teacher II vacant positions for School Year 2023-2024.
2. The vacant positions are open to all incumbent of Teacher I positions in the Elementary, Junior High School and Senior High School levels who meet the qualification standards of the position. Qualified Elementary Teacher I applicants for the position of Senior High School Teacher II must be ready to be transferred to the secondary school where the vacant item is allocated.
3. All applicants must meet the basic minimum requirement of the Qualification Standard of the position s/he is applying to.
4. The basic Qualification Standard of the positions are as follows:

Position	Education	Experience	Training	Eligibility
TEACHER II - Junior High School (1 vacant item CSNHS)	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 (Teacher)
TEACHER II - Elementary (4 vacant items)	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher)
TEACHER II - SHS-TVL (3 vacant items)	Bachelor's Degree or Completion of technical vocational	6 months of relevant teaching or 6	At least NC II + TMC *Appropriate	RA 1080 (Teacher)

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	course in the area of specialization	months of industry work experience	to the specialization	
TEACHER II - SHS Academic Track and Core Subjects (3 vacant items)	Bachelor's Degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards	None required	None required	RA 1080 (Teacher)

5. The schedule of activities will be:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
August 24-29, 2023	Filing of written application with relevant documents in the Division Records Section.	Teacher II and III applicants, Human Resource Management Officer (HRMO)/HR staff, Records Officer/staff
September 1, 2023	Initial Evaluation of applications	HRMO
September 4, 2023	Posting of Qualified Applicants from the Initial Evaluation Result (IER)	HRMO, HR Staff, Information Technology Officer
September 6, 2023	Demo Teaching of SHS T2 applicants	Qualified Applicants HRMPSB and sub-committee
September 11, 2023	Interview and Document Evaluation of T2 applicants	Qualified Applicants HRMPSB
Within 7 days after end of assessment activity	Review and Finalization of Division CAR and submission to SDS for approval	HRMO & HR Staff HRMPSB
Within the day after the approval of the SDS	Posting of RQA	Schools Division Superintendent, HRMO, Records Officer, ITO

6. All applicants are required to register in the link <https://tinyurl.com/SDONagaAnnualRanking> and submit a printed copy of the screenshot of the **acknowledgement receipt** together with their documents. Only applicants who registered in this link and submitted complete hard copies of their documents in the Records Section of the Division Office on the set deadline will be considered as official applicants.

7. All interested applicants must submit their documents at the Records Section of the Division Office in color-coded folders:

White – Elementary teacher applicants
 Red – Junior High School teacher applicants
 Green – Senior High School teacher applicants

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8. Documents must be fastened on the left side with Table of Contents and documents arranged accordingly. Labels (index tabs) using letter A to L are requested to facilitate evaluation:

FOR ELEMENTARY AND JUNIOR HIGH SCHOOL LEVEL APPLICANTS

	BASIC DOCUMENTARY REQUIREMENTS
A	Letter of intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet
C	Photocopy of updated PRC ID
D	Photocopy of Ratings obtained in the Licensure Examination for Teachers (LET) <ul style="list-style-type: none">• JHS & SHS teacher applicant must possess Secondary Level Eligibility• Elementary Level Eligibility can be used only by applicants for Kinder & Elementary positions
E	Photocopy of Transcript of Records and Diploma <ul style="list-style-type: none">• Baccalaureate Degree• 18 Professional Units in Education (if not Education graduate)• Master's Degree (if applicable)• Doctorate Degree (if applicable)• Certification of Completed Academic Requirements (if applicable)
F	Photocopy of Certificates of Training (if applicable)
G	Photocopy of Service Record/Certificate of Employment <ul style="list-style-type: none">• Relevant experience from part-time work of at least four (4) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered.
H	Photocopy of Latest appointment
I	Photocopy of the Performance Rating
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: National Certificate (NC II/III, TMC) issued by TESDA (a must for TVL SHS teacher applicants)
L	General Weighted Average (GWA) for Baccalaureate Studies. Non-Education Graduates must include their GWA for their Education Subjects – For SHS Teacher applicants

9. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

10. The criteria and point system for promotion to Teacher II is DepEd Order No. 66, s. 2007 in the Kindergarten, Elementary, Junior High School, For Senior High School applicants, the criteria under DepEd Order 3, s. 2016 will be used.

DO. 66, S. 2007 (For Promotion of Teacher II)

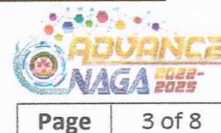
CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments	20

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Education	25
Training	5
Psycho-Social Attributes	5
Potential	5
TOTAL	100

DO 3, S. 2016 (For promotion of SHS Teacher II)

CRITERIA	POINTS			
	Academic & Core Subjects	TVL	Arts and Design	Sports
Education	20	15	15	15
Teaching/Industry/Workplace Experience	15	20	20	20
Specialized Training	10	20	15	15
Interview	15	15	15	15
English Communication Skills	10	5	5	5
Portfolio/Outstanding Achievements	10	10	15	15
Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

11. **All entries under the Outstanding Accomplishments Criteria and Training must be earned after the last promotion to be given points.**

12. In the absence of a valid English Proficiency Test (EPT) results, the score in English Communication Skills for Senior High School T2 applicants shall be zero.

13. Following the promotion of an Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants for employment without preference to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristics protected by law.

14. Individuals who failed to submit complete mandatory documents on September 1, 2023 shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

15. All folders and documents submitted by teacher applicants shall be considered as records of the Division and shall no longer be returned to the applicant.

16. The applicant assumes full responsibility and accountability on the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

17. The Prepared CAR shall be valid for a period of one (1) School Year.

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18. The following is the composition of the HRMPSB. Complete names of members of HRMPSB Sub-committees shall be issued in a separate memorandum.

POSITIONS	DIVISION SELECTION COMMITTEE
Chairman	ASDS Cecile C. Ferro CESO VI
Principal Members	SGOD OIC Chief Michael A. Del Rosario Administrative Officer V Mary Ann B. Rosauro HRMO Sheila Margarita M. Durante Teachers' Union Representative Apollo C. Sebello Head of School where vacancy exists
HRMPSB Sub-Committee Members	To assists in the Demo-Teaching of T2 SHS applicants: Education Program Supervisors, Secondary School Heads, Head Teachers

19. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

20. For information, immediate wide dissemination, guidance and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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MATRIX OF EQUIVALENT for TEACHING II and III POSITION
(Elementary & Junior High School)
(Revised 2021)

Criteria	MOV's	Maximum Score
A. PERFORMANCE RATING The Performance Rating of the candidate for the last 3 rating periods prior to screening should at least be Very Satisfactory (VS). The average of the numerical rating is multiplied by 35%. Example: 2020-2021: 4.5 x 2 = 9 2019-2020 : 4.499 x 2 = 8.998 2018-2019 : 3.5 x 2 = 7 Reference of Rating Equivalent for DepEd 4.5 – 5 = Outstanding 3.5 – 4.499 = Very Satisfactory 2.5 – 3.499 = Satisfactory 1.5 – 2.499 = Unsatisfactory	Certification of Performance Rating for the last 3 Rating Periods duly signed by the authorized official Or Actual copy of Performance Rating for the last 3 Rating Periods duly signed and approved by authorized officials	35
B. EXPERIENCE Experience must be relevant to the duties and functions of the positions to be filled, with every year given a point but not to exceed 5 points. Every month of service in excess of one (1) year shall be given corresponding points. The reference date should be the date when the teacher was hired as permanent. Example: 1 year & 5 months = 1 plus 5/10 = 1.5 4 years & 8 months = 4 plus 8/10 = 4.8 Legend: 10 points refer to 1 school year	Service Record /Certificate of Employment with position and inclusive period indicated and signed by authorized official/Designation/Appointment	5
C. OUTSTANDING ACCOMPLISHMENT (20 POINTS)		
C.1. Outstanding Employee Award (4 points) <i>- highest level of certificate submitted will be given a point</i> <i>- must be earned after the last promotion</i> <i>- To claim for points, there should be a search conducted in that level approved by higher authorities</i> a. Awardee in the school (.5) b. Nomination in the Division/awardee in the district (1.0) c. Nomination in the Region/awardee in the division (2.0) d. Nomination in the Department/awardee in the region (3.0) e. National Awardee (4.0)	Certificate of Recognition/Award/Picture of Plaque or Trophy Additional document for awards received not from DepEd Naga: Copy of memo or proof that a search was conducted	4
C.2. Innovations (4 points) <i>- Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official.</i> <i>- Must be conducted after the last promotion</i> a. Conceptualized (1.0) b. Started the implementation (2.0) c. Fully implemented in the school (3.0) d. Adopted in the district (3.5) e. Adopted in the Division (4.0)	Approved Proposal Accomplishment Report Certification of Adoption	4

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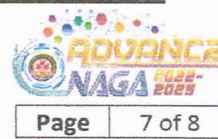
<p>C.3. Research and Development Projects (4 points)</p> <p><i>- Research was properly documented, approved by immediate chief and attested by regional/division official.</i></p> <p><i>- Must be conducted after the last promotion</i></p> <p>a. Action research conducted in the school level (2.0)</p> <p>b. Action research conducted in the district level (3.0)</p> <p>c. Action research conducted in the division level (4.0)</p>	<p>Approved Proposal Copy of Research</p>	<p>4</p>
<p>C.4. Publication/Authorship (4points)</p> <p><i>- Must be conducted after the last promotion</i></p> <p><i>- Article/publication must be related to education</i></p> <p>a. Articles published in journal/newspaper/magazine of wide circulation (1 point for every article but not to exceed 4 points)</p> <p>b. Co-authorship of a book (shall be divided by the number of authors but not to exceed 4 points)</p> <p>c. Sole Authorship of a book (4 points)</p>	<p>Copy of Article/Book Or Certification from publisher and photocopy of the article</p>	<p>4</p>
<p>C.5. Consultant/Resource Speaker in Trainings/ Seminars/Workshops/Symposia (4 points)</p> <p><i>- Only the highest level of certificate submitted will be given a point</i></p> <p><i>- Must be after the last promotion</i></p> <p>a. International Level (4 points)</p> <p>b. National Level (3 points)</p> <p>c. Regional Level (2 points)</p> <p>d. Division Level (1 point)</p> <p>e. District Level (0.50 point)</p>	<p>Certificate as Resource Speaker/Consultant/Presenter</p>	<p>4</p>
<p>D. EDUCATION (25 POINTS)</p> <p>a. Complete Academic Requirements (CAR)10 points (a certification from the school should be specific that the applicant has completed the academic requirements for the course enrolled)</p> <p>b. Master's Degree 15 points</p> <p>c. CAR for Doctoral Degree 20 points</p> <p>d. Doctoral Degree 25 points</p> <p>Bachelor of Laws, Juris Doctor is considered as Master's Degree</p>	<p>Transcript of Records/ Certification of CAR</p>	<p>25</p>
<p>E. TRAINING (5 POINTS)</p> <p><i>Note: Only trainings sponsored by DepEd or sponsored by other gov't. agencies/non-gov't. educ. & training institutions recognized by DepEd shall be given a point</i></p> <p><i>- must be earned after the last promotion</i></p>		<p>5</p>
<p>E.1. SPECIALIZED TRAINING (Scholarship Programs, Short Courses, Study Grants)</p> <p>(A certificate <u>with inclusive dates</u> shall be presented duly signed by proper authorities; <u>1</u></p>	<p>Certificate of Training with inclusive dates</p>	

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<u>point for every month of attendance</u> but not to exceed 5 points)		
E.2. TRAININGS (highest level who meets the required no. of certificates will be given a point): a. International Level (5 points) 1 certificate – with a minimum of 3 days inclusive trainings b. National Level (4 points) 1 certificate – with a minimum of 3 days inclusive trainings c. Regional Level (3 points) 3 certificates with a minimum of 3 days inclusive trainings d. Division Level (2 point) 3 certificates with a minimum of 3 days training for each certificate e. District Level (1 point) 3 certificates with a minimum of 3 days training each certificate	Certificate of Participation/Training with inclusive dates	
E.3. CHAIR/CO-CHAIR IN A TECHNICAL/PLANNING COMMITTEE “Technical/Planning Committee” – a group responsible for development or revision of any document or documents emanating from a technical committee project; their role is to develop practical responses to major regulatory issues and study possible standards and best practices for the department’s welfare. - The certificate must be duly signed by proper authorities - A brief description of the work and output must be properly documented International 5 points National 4 points Regional 3 points Division 2 points District 1 point	1. Certification as Chair/Co-Chair of a technical/planning committee signed by proper authorities 2. Documentation Report	
F. POTENTIAL (5 POINTS) (as found in DepEd Order No. 66, s. 2007)		5
G. PSYCHO-SOCIAL ATTRIBUTES (5 POINTS) (as found in DepEd Order No. 66, s. 2007)		5

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