



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

September 25, 2023

DIVISION MEMORANDUM
NO. 25, s. 2023

**3rd BATCH ACCEPTANCE OF APPLICATIONS FOR SENIOR HIGH SCHOOL
TEACHER II 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 applications for promotion to Senior High School Teacher II for School Year 2023-2024.
2. The vacant positions are open to all incumbents of Teacher I positions in the Elementary with secondary LET eligibility, Junior High School and Senior High School levels who meets the qualification standards of the position. Qualified Elementary Teacher applicants for the position of Senior High School Teacher II must be ready to be transferred in 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 he/she is applying to.
4. The basic Qualification Standard of the positions are as follows:

Position	Education	Experience	Training	Eligibility
TEACHER II (SHS-TVL)	Bachelor's Degree or Completion of technical vocational course in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC *Appropriate to the specialization	RA 1080 (Teacher)
TEACHER II (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 a Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher)

DO 31, s. 2019 DM

Address: Roxas Avenue, Triangulo, Naga City
Telephone No.: 054-871-3455
Email Address: naga.city@deped.gov.ph
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5. The schedule of activities will be:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
September 25 to October 2 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
October 3-6, 2023	Initial Evaluation of applications	HRMO
October 9, 2023	Posting of Qualified Applicants from the Initial Evaluation Result (IER)	HRMO, HR Staff, Information Technology Officer
October 11, 2023	Demonstration Teaching of SHS Teacher II applicants	Qualified Applicants HRMPSB and Sub-committee
October 13, 2023	Interview and Document Evaluation of SHS Teacher II applicants	Qualified Applicants HRMPSB and sub-committee
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/SDONagaSHSRanking> 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 green folder.

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

	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

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	<ul style="list-style-type: none"> 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 applicable) 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 3, s. 2016 .

DO 3, S. 2016

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 Specialized Training, Portfolio/Outstanding Achievement 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 shall be zero.

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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 October 2, 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 for 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.

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. Rosauero HRMO Sheila Margarita M. Durante Teachers' Union Representative Apollo C. Sebello
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 and wide dissemination, guidance and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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