



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 15, 2024

DIVISION MEMORANDUM

NO. 17, s. 2024

**ACCEPTANCE OF APPLICATIONS FOR TEACHER II and TEACHER III
POSITIONS for SY 2023-2024 (4th BATCH)**

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 Teacher II and III vacant positions for School Year 2023-2024.
2. The vacant positions are open to all incumbents of Teacher I and Teacher II positions in the Elementary, 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 (Junior High School)	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 III (Junior High School)	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2-years relevant experience	None required	RA 1080 (Teacher)
TEACHER II (Elementary)	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1-year relevant experience	None required	RA 1080 (Teacher)

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TEACHER III (Elementary)	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2-years relevant experience	None required	RA 1080 (Teacher)
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 (SHS-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 strands/subject	None required	None required	RA 1080 (Teacher)
TEACHER III (SHS-Academic)	Bachelor's Degree with a major in the relevant strand/subject or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strands/subject	4 hours of training relevant to the subject area of specialization	1 year relevant experience	RA 1080 (Teacher)

5. The schedule of activities will be:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
January 15-26, 2024	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
January 29, 2024 to February 2, 2024	Initial Evaluation of applications	HRMO
February 5, 2024	Posting of Qualified Applicants from the Initial Evaluation Result (IER)	HRMO, HR Staff, Information Technology Officer
February 6, 2024	Interview & Document Evaluation of SHS Teacher II and III applicants	Qualified Applicants HRMPBSB and sub-committee
February 7, 2024	Interview and Document Evaluation of Teacher II and Teacher III Elementary and	Qualified Applicants HRMPBSB

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	Junior High School applicants	
February 8, 2024	Demonstration Teaching of SHS Teacher II and Teacher III 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/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

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 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

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	<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 and Teacher III is DepEd Order No. 66, s. 2007 in the Elementary and Junior High School. For Senior High School applicants, the criterion under DepEd Order 3, s. 2016 will be used.

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

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-Social Attributes	5
Potential	5
TOTAL	100

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

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.**

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12. In the absence of a valid English Proficiency Test (EPT) results, the score in English Communication Skills shall be zero.

13. Following the 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 January 26, 2024 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 Comparative Assessment Result (CAR) shall be valid only until the end of the SY 2023-2024.

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
HRMPSB Sub-Committee Members	To assists in the Demo-Teaching of T2 and T3 SHS applicants: Education Program Supervisors, Secondary School Heads, Head Teachers, selected Master 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. Dissemination of and compliance to this memorandum is directed.

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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/Designation/Appointment with position and inclusive period indicated and signed by authorized official	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)	Approved Proposal Accomplishment Report Certification of Adoption 23122090	4

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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)		
C.3. Research and Development Projects (4 points) <i>- Research was properly documented, approved by immediate chief and attested by regional/division official.</i> <i>- Must be conducted after the last promotion</i> a. Action research conducted in the school level (2.0) b. Action research conducted in the district level (3.0) c. Action research conducted in the division level (4.0)	Approved Proposal Copy of Research	4
C.4. Publication/Authorship (4points) <i>- Must be conducted after the last promotion</i> <i>- Article/publication must be related to education</i> a. Articles published in journal/newspaper/magazine of wide circulation (1 point for every article but not to exceed 4 points) b. Co-authorship of a book (shall be divided by the number of authors but not to exceed 4 points) c. Sole Authorship of a book (4 points)	Copy of Article/Book Or Certification from publisher and photocopy of the article	4
C.5. Consultant/Resource Speaker in Trainings/ Seminars/Workshops/Symposia (4 points) <i>- Only the highest level of certificate submitted will be given a point</i> <i>- Must be after the last promotion</i> a. International Level (4 points) b. National Level (3 points) c. Regional Level (2 points) d. Division Level (1 point) e. District Level (0.50 point)	Certificate as Resource Speaker/Consultant/Presenter	4
D. EDUCATION (25 POINTS) a. Complete Academic Requirements (CAR)10 points <i>(a certification from the school should be specific that the applicant has completed the academic requirements for the course enrolled)</i> b. Master's Degree 15 points c. CAR for Doctoral Degree 20 points d. Doctoral Degree 25 points Bachelor of Laws, Juris Doctor is considered as Master's Degree	Transcript of Records/ Certification of CAR	25
E. TRAINING (5 POINTS) <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>	23122090	5

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- must be earned after the last promotion		
E.1. SPECIALIZED TRAINING (Scholarship Programs, Short Courses, Study Grants) (A certificate <u>with inclusive dates</u> shall be presented duly signed by proper authorities; <u>1 point for every month of attendance</u> but not to exceed 5 points)	Certificate of Training with inclusive dates	
E.2. TRAININGS (highest level that 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. Designation as Chair/Co-Chair of a technical/planning committee signed by proper authorities 2. Documentation Report	
F. POTENTIAL as found in DepEd Order No. 66, s. 2007 (5 POINTS)		5
G. PSYCHO-SOCIAL ATTRIBUTES as found in DepEd Order No. 66, s. 2007 (5 POINTS)		5

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SENIOR HIGH SCHOOL EVALUATION CRITERIA AND COMPUTATION OF POINTS
(DepEd Order 3, s. 2016)

VII. Evaluation Criteria and Computation of Points

Teacher applicants shall be evaluated according to the criteria detailed below. The Division Selection Committee, upon recommendation of the School Screening Committee, shall ensure that each applicant is evaluated based on his or her preferred SHS subject group.

CRITERIA	Academic and Core Subjects	TVL Groups IV- A, IV-B, IV- C and IV-D	Arts and Design Group V	Sports Group VI
	Groups I-A, I-B, I- C, I-D, II, III-A and III-B			
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

1. The same criteria shall apply to applicants without professional teaching license.
2. **Education - 20 points for applicants of the ACADEMIC track and CORE SUBJECTS; 15 points for applicants of the TVL, ARTS and DESIGN, and SPORTS track subjects**
 - 2.1 Education shall be rated in terms of the applicant's academic achievement in his or her undergraduate studies. Thus, all subjects with corresponding units must be included in the computation. Rating of Education for all applicants shall be based on the percentage rating equivalents below.

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Final Percentage Rating Obtained in Tertiary Education	Equivalent Points for Academic Track and Core Subject Applicants	Equivalent Points TVL, Arts and Design, and Sports Applicants
96.00 – 100.00	15.00	11.25
94.00 – 95.99	14.00	10.50
91.00 – 93.99	13.00	9.75
89.00 – 90.99	12.00	9.00
86.00 – 88.99	11.00	8.25
83.00 – 85.99	10.00	7.50
80.00 – 82.99	9.00	6.75
77.00 – 79.99	8.00	6.00
75.00 – 76.99	7.00	5.25
70.00 – 74.99	6.00	4.50
65.00 – 69.99	5.00	3.75
60.00 – 64.99	4.00	3.00

- 2.2 A transmutation scheme shall be developed for applicants coming from schools with different grading systems.
- 2.3 Applicants for the **Academic Track and Core Subjects** who have completed 15 units of specialized subjects in the track/strand/subject being applied for shall be given +1 point while those who completed 18 units shall be given +2 points. Applicants who have completed the academic requirements for a Master's degree in the track/strand/subject being applied for shall be given +3 points, while applicants with a Master's degree in the track/strand/subject shall be given +5 points.
- 2.4 Applicants for the **Academic Track and Core Subjects** who have complete academic requirements for a Doctorate relevant to the track/strand/subject being applied for shall be given +6 points, while applicants with a Doctorate (PhD or EdD) relevant to the track/strand/subject shall be given +8 points.
- 2.5 Applicants for the **TVL, Arts and Design, and Sports track subjects** who have completed 15 units of specialized subjects relevant to the track/strand/subject being applied for shall be given +1 point while those who completed 18 units shall be given +2 points. Applicants who have completed the academic requirements for a Master's degree in the track/strand/subject being applied for shall be given +3 points, while applicants with a Master's degree in the track/strand/subject shall be given +4 points.
- 2.6 Applicants for the **TVL, Arts and Design, and Sports tracks** who have complete academic requirements for a Doctorate in the track/strand/subject being applied for shall be given +5 points, while applicants with a Doctorate (PhD or EdD) in the track/strand/subject shall be given +6 points.

2.7 If the points obtained by an applicant exceed the total number of points for the criterion, a perfect rating of 20 (for Academic Track and Core Subjects) or 15 (for TVL, Arts and Design, and Sports tracks) shall be given.

3. Teaching/Industry/Workplace Experience – 15 points for applicants of the ACADEMIC TRACK and CORE SUBJECTS; 20 points for applicants of the TVL, ARTS and DESIGN, and SPORTS tracks

At least one (1) year of professional experience in the field(s) under the track/strand/subject being applied for shall be given 0.50 point for every month of employment beginning on the 13th month of employment.

Example:

TVL applicant with two (2) years or (24 months) experience shall be given 6 points.

$$[(24 - 12) \times 0.50] = 6.0 \text{ points}$$

Certificate(s) of employment or business permits (if self-employed) shall be used to determine the validity of workplace experience. Practitioners may present other proof deemed acceptable by the Division Selection Committee.

Applicants who have performed duties and functions higher than the position being applied for shall be given additional +2 points. Examples: Teacher who has served as a Department Head, a mechanic who has performed supervisory functions, an artist who is the president of a guild, and others as deemed acceptable by the DSC.

Teaching experience of applicants affected or displaced from an HEI (either contractual or permanent) shall be given additional points on top of the score obtained from the above points system, as follows:

- At least 1 year of experience = +1 point
- More than 1 year to less than 3 years of experience = +3 points
- 3 or more years of experience = +5 points

If the points obtained by an applicant exceed the total number of points for the criterion, a perfect rating of 15 (for Academic Track and Core Subjects) or 20 (for TVL, Arts and Design, and Sports tracks) shall be given.

4. Specialized Training – 10 points for applicants of the ACADEMIC track and CORE SUBJECTS; 20 points for applicants of the TVL track subjects; 15 points for applicants of the ARTS and DESIGN, and SPORTS tracks subjects

4.1 Rating of Core Subjects, Academic, Arts and Design, and Sports applicants

Applicants must have attended training relevant (a) to the courses in the track/strand/subject being applied for, and/or (b) for skills development in fields related to the work, duties, and functions of a secondary

education teacher. Thus, only seminars, trainings, workshops, and symposia directly related to such shall be credited.

In the assignment of points, one (1) point shall be given for every training/seminar/workshop/symposium of at least two (2) days; and two (2) points for every certification from a recognized association/guild. These shall be duly supported by documents.

Documentary proof of knowledge in using technology or software that may aid in teaching specialization shall be given +2 points on top of the score obtained, not to exceed 10 points.

4.1.1 For Arts and Design applicants, certifications listed below shall be given +2 points each on top of the score obtained, not to exceed 15 points:

- a. Certification for fellowships abroad
- b. Participation in local arts congresses (sponsored by NCCA or CCP)
- c. Participation in art exhibitions or performances whether group, solo, held in the country or abroad.
- d. Certification from any respectable and highly regarded national and/or international art-related professional organizations (e.g. Kasibulan, Agos Kulay, Portrait Artists Guild of the Philippines, Art Association of the Philippines, Society of Philippine Sculptors, etc.).

4.1.2 For Sports applicants, certifications listed below shall be given +2 points each on top of the score obtained, not to exceed 15 points.

- a. Certified by the Red Cross in Standard First Aid and Basic Life Support-Cardiopulmonary Resuscitation (BLS-CPR)
- b. Certified Instructor in group or individual training (yoga, suspension training) by a reputable organization
- c. Certification from any respectable and highly regarded and international Physical Education, Health, Fitness, Sports, Recreation, and Dance associations or organizations (e.g. the National Sports Association, American College of Sports Medicine, National Strength and Conditioning Association, National Association for Sports Medicine, or the American Council on Exercise).

4.1.3 For applicants to schools located in indigenous peoples (IP) communities and/or serving IP learners, a certificate or any form of attestation from the IP elder(s)/leader(s) recognized by the community shall be accepted.

4.2 Rating of TVL applicants

TVL applicants must at least hold a National TVET Trainer Certificate (NTTC) from TESDA, which means:

- a. National Certificate (at least one level higher than course to be taught) in subject to be taught, and
- b. Trainers Methodology Certificate (TMC) I or II

The following points system shall be used for TVL applicants:

NC level requirement of course to be taught	NC level held by applicant			
	I	II	III	IV
I	0	18	19	20
II	0	0	19	20
III	0	0	0	20
IV	0	0	0	20

For courses that have no NC level higher, a maximum of 20 points shall be given to applicants who have the highest attainable NC level.

Holders of TMC I shall receive +3 points on top of the score obtained, while holders of TMC II shall receive +4 points.

Practitioners without NTTC and applicants for courses that have no National Certificates shall be rated and assessed through demonstration by industry partners or duly recognized TESDA Technology Institutions and/or Technical-Vocational Institutions (TVIs), with which the SDO shall partner.

5. Interview – 15 points for applicants of ALL tracks

The Division Selection Committee shall interview applicants and ensure that all have equal opportunities to be assessed. Applicants shall be interviewed on topics such as:

- K to 12 Program/Senior High School
- Professional experience
- Instructional skills
- Technology/computer skills
- Classroom discipline
- Classroom management
- Knowledge of content/materials
- Planning skills
- Relationships with administration, staff, parents, and students
- Personal qualities

The Committee shall rate applicants from *Satisfactory (S)*, *Very Satisfactory (VS)*, to *Outstanding (O)*, using standards and equivalent points listed below for each of the three (3) listed competencies indicated thereafter.

Outstanding (O) 5 points	Very Satisfactory (VS) 3 points	Satisfactory (S) 1 point
<i>Applicant's response contained many, if not all, of the target behaviors. His/her responses indicate well-developed skills and aptitude for that competency, which would most likely lead to job success. The person's responses are of superior quality for this job.</i>	<i>Applicant's response covered some of the target behaviors, but not quite at the level that would be ideal for that competency. Still, the quality of the person's answers leads you to believe that he/she would be successful with some additional exposure and/or training.</i>	<i>Applicant's response contained very few of the target behaviors. Either the behaviors he/she discussed were not at, or even close to, the level indicated in the target behaviors, or the person did not give you enough information for you to have confidence that he/she has that competency at the level needed for success.</i>

The interview/interview questions should center on the following three competencies. Be guided by the indicators corresponding to each of the competencies:

I. Teaching Ability: Demonstrates appropriate knowledge of content and pedagogy
<ul style="list-style-type: none"> • Conveys ideas and information clearly • Reflects on successes and failures • Provides reasonable examples of: <ul style="list-style-type: none"> - effective lesson-planning, instructional strategies, and/or student assessment - making content meaningful to students in the area - concrete, ambitious goals for student achievement - addressing the multiple and varied needs of students - maintaining high expectations for students when confronted with setbacks
II. Classroom Management: Demonstrates ability to encourage positive student behavior and to deal effectively with negative student behavior
<ul style="list-style-type: none"> • Explains the accountability of the teacher for classroom environment and cultures • Discusses with deep understanding of unique/emerging needs of adolescent students and the potential challenges involved in teaching in senior high school students • Conveys willingness to try innovative or multiple strategies to address challenges

<ul style="list-style-type: none"> • Provides reasonable examples of: <ul style="list-style-type: none"> - encouraging positive student behavior - dealing effectively with negative student behavior - strategies to deal with uncommon classroom management challenges
III. School Fit: Demonstrates skills and needs for development that can be a good fit with the school
<ul style="list-style-type: none"> • Interacts with interviewer in appropriate or professional manner • Shows respect for the opinions of others • Expresses personal and professional expectations and/or preferences that are in line with the school culture • Shows appreciation of how families impact student performance • Provides reasonable examples of: <ul style="list-style-type: none"> - strategies for creating positive relationships with administrators, faculty, students - Interests and skills that match the school's culture and needs

The number of points attained for each of the three (3) listed competencies (*Teaching Ability, Classroom Management, School Fit*) shall be added to get the Interview rating.

6. English Communication Skills – 10 points for applicants of the ACADEMIC track and CORE SUBJECTS; and 5 points for the TVL, ARTS and DESIGN, and SPORTS tracks subjects

English communication skills will be measured through the English Proficiency Test (EPT) which shall be administered to applicants by the Bureau of Education Assessment (BEA). The respective Division Testing Coordinators shall coordinate with BEA regarding the conduct and schedule of the exam in their division, which should ideally be within December to January.

The total percentage score obtained by an applicant shall be multiplied by the weight points, as follows:

Example:	Percentage Score	=	82% or 0.82
	Weighted Points	=	10 for Academic Track and Core Subject applicants
		=	5 for TVL, Arts and Design, and Sports track applicants
	Rating	=	0.82 x 10 = 8.2 points for Academic Track and Core subject applicants
		=	0.82 x 5 = 4.1 points for TVL, Arts and Design, and Sports track applicants

7. Portfolio / Outstanding Achievements – 10 points for CORE SUBJECTS, ACADEMIC and TVL tracks subjects; 15 points for ARTS and DESIGN and SPORTS tracks subjects

Submission of portfolio and/or outstanding achievements/accomplishments is encouraged. These may include but are not limited to the following:

SUBMISSION CATEGORIES (relevant to field/specialization applying for)	POINTING SYSTEM (max. of 10 pts.)		
	Subnational Level	National Level	International Level
• Published work	1 pt. each	2 pts. each	5 pts. each
• Recognized Innovations and Accomplishments in Research and Development	1 pt. each	2 pts. each	3 pts. each
• Prizes, Awards, Recognitions, Letters of Commendation for <ul style="list-style-type: none"> o theses or major academic papers o exemplary performance o work and/or academic projects 	1 pt. each	2 pts. each	3 pts. each

If the applicant exceeds 10 points upon computation of two or more submissions, a perfect rating of 10 shall be given.

ARTS and DESIGN applicants may also submit the pieces listed below, as applicable and related to the subject being applied for. These shall be rated and assessed by the SDO's industry partner specializing in Arts and Design. However, only a maximum total of five (5) points may be awarded for the following:

- Drawings from direct observation (still lifes, figure drawings, landscapes, etc.)
- 2D media: Design, drawing, painting, photography, printmaking, and mixed media
- Digital media: Computer animation, video, audio, interactive art, and Internet-based products
- Sculpture, ceramics, metalsmithing (photo)
- Typography, textiles, perspective, fashion drawings, product, furniture
- Performance, conceptual work, or other work not easy to categorize
- Series of video works that demonstrate conceptual and aesthetic development and technical competence. Submissions may not exceed a total of 10 minutes. Clips of different projects within this 10-minute limit may be included.
- Two- to three-minute video of best work
- Five-minute film the applicant has directed, written, produced, or significantly contributed. If necessary, it is acceptable to include multiple clips of different projects within the five-minute limit.
- Resume listing all productions in which applicant has been involved, and when and where it was produced

- Audio and/or visual recording of performance
- Novel, poem, drama, short story, novella, myth, graphic novel, non-fiction biography/autobiography, essay, narrative nonfiction, speech, textbook, and other literary subgenres and forms not listed

Practitioners/experts applying for teaching positions in any track may also submit the following:

SUBMISSION CATEGORIES	POINTING SYSTEM (max. of 5 pts.)		
	Subnational Level	National Level	International Level
<ul style="list-style-type: none"> • Government-issued business permit(s), if self-employed 	2 pts.		
<ul style="list-style-type: none"> • Certificate(s) or proof of proficiency issued by a duly-recognized body, including guilds and sports organizations 	1 pt.	2 pts.	3 pts.
<ul style="list-style-type: none"> • Certificate(s) of recognition from a duly-recognized body including guilds and sports organizations 	2 pts.	3 pts.	4 pts.
<ul style="list-style-type: none"> • Certificate(s) of accreditation from a duly-recognized body including guilds and sports organizations 	3 pts.	4 pts.	5 pts.

8. Demonstration Teaching – 20 points for ACADEMIC and CORE SUBJECTS; 15 points for TVL, ARTS and DESIGN, SPORTS track subjects

Applicants shall be evaluated according to the rubrics indicated on pages 16 to 21.