

Kagawaran ng Edukasyon

REHIYON V-BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 11, 2024

DIVISION MEMORANDUM NO. 82, s. 2024

ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATIONS FOR SPECIAL EDUCATION TEACHER I AND III for SY 2023-2024

To: Assistant Schools Division Superintendent

Chief Education Supervisors CID and SGOD Personnel OSDS Unit Heads

OSDS Unit Heads Public School Heads All Others Concerned



1. This Office announces the acceptance of applications for current vacancies for Special Education Teacher I and III for School Year 2023-2024.

2. Interested applicants must meet the following basic minimum requirements per

CSC and DepEd prescribed qualifications of the position s/he is applying for.

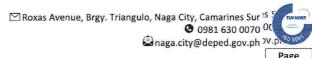
CSC and Deped prescribed qualifications of the			
Position	SPECIAL EDUCATION TEACHER I	SPECIAL EDUCATION TEACHER III	
	SG 14	SG 16	
Education	He/ she must possess any of the	Bachelor's degree in Education with	
	following qualifications:	specialization in Special Education	
	BSEEd/BS Special Education with		
	Specialization in SPED-Undergrad;		
	or BSEEd/BSSPEd with 18 units		
	MA-SPED; or		
	BSEEd/BSSPEd with 15 units MA-		
	SPED; or		
	BSEEd /BSSPEd with 12 units in		
	MA-SPED; or		
	BSEEd/BSE with 9 units MA-		
	SPED; or		
	BSEEd/BSSPEd/BSE		
Training	None required	4 hours of relevant training	
Experience	He/she must have at least three (3)	2 years experience as Special	
	years of experience in providing	Education Teacher	
	educational services to any of the		
	categories of children with special		
	needs		
Eligibility	RA 1080 (Teacher)	RA 1080 (Teacher)	
Competency	*Others		
	A certification from the principal		
	that the applicant has had a Very		
	Satisfactory performance rating for		
	the last three (3) years must be		
	submitted as part of the		
	application.		
Andrew 2011	L		

3. Below is the timeline of activities:











Kagawaran ng Edukasyon

REHIYON V-BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DATE	ACTIVITIES	PERSON/COMMITTEE REPONSIBLE
March 11-25, 2024	Filing of written application	Teacher Applicant
	with relevant documents in	Human Resource
	the Division Records Section.	Management Officer
		(HRMO)/HR staff, Records
		Officer/staff
March 26-April 2, 2024	Initial Evaluation	HRMO, HR Staff
April 3, 2024	Posting of Qualified	HRMO, HR Staff,
	Applicants from the Initial	Information Technology
	Evaluation Result (IER)	Officer
April 5, 2024	Interview & Document	Qualified Applicants
	Evaluation of SPET Teacher	HRMPSB
	applicants	
Within 7 days after end of	Review and Finalization of	HRMO & HR Staff
assessment activity	Division CAR and submission	HRMPSB
	to SDS for approval	
Within the day after the	Posting of RQA	Schools Division
approval of the SDS		Superintendent, HRMO,
		Records Officer, ITO

- 4. All applicants are required to register in the link https://tinyurl.com/SDONagaSPET and submit a printed copy of the screenshot of the **Registration** 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.
- 5. All interested applicants must submit their documents at the Records Section of the Division Office in color-coded folders:

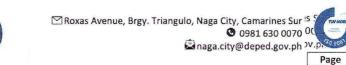
Dark Blue – SPET III Light Blue – SPET I

6. The folder of documents is expected to contain a Table of Contents fastened on the inside page of the cover. Labels (index tabs) using letter *A* to *K* are requested to be attached along the right side of the document to facilitate the evaluation process.

	MANDATORY DOCUMENTARY REQUIREMENTS		
A	Letter of intent addressed to the Schools Division Superintendent		
В	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)		
E	Photocopy of Transcript of Records and Diploma		
	Baccalaureate Degree		
	• 18 Professional Units in Education (if applicable) 2 1 0 2 0 3 5 1		
	• 18 Professional Units in Education (if applicable) • Certification of units earned in SPED classes Marter's Degree (if applicable)		
	Master's Degree (if applicable) MAR 2024		
	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		
	• 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		











Kagawaran ng Edukasyon

REHIYON V-BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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: Certification from the School Head that the applicant is teaching SPED classes for at least 3 years with a Very Satisfactory performance rating
L	General Weighted Average (GWA) for Baccalaureate Studies. Non-Education Graduates must include their GWA for their Education Subjects

- 7. Individuals who failed to submit complete mandatory documents (letters A-K of the above checklist) shall not be accepted after the deadline.
- 8. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.
- 9. The criteria and point system for promotion to SPET is DepEd Order No. 66, s. 2007.

DO. 66, S. 2007

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

- 10. All entries under the Outstanding Accomplishments Criteria and Training must be earned after the last promotion to be given points.
- 11. 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.
- 12. 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.
- 13. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the duly accomplished Omnibus Sworn Statement. Any false and fraudulent document submitted shall be grounds for disqualification.
- 14. The following is the composition of the Human Resource Merit and Selection Board (HRMPSB):

POSITIONS	DIVISION SELECTION COMMITTEE	
Chairman	ASDS Fernando C. Macaraig	
Members	SGOD OIC Chief Michael A. Del Rosario	
	Administrative Officer V Mary Ann B. Rosauro	040000
	HRMO Sheila Margarita M. Durante	24020350
	Teachers' Union Representative Apollo C. Sebello	1 4 MAR 2024
	SPET Education Supervisor	4 MAIN 2024









Kagawaran ng Edukasyon REHIYON V-BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

- 15. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 16. For information, immediate and wide dissemination, guidance and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

Enclosures:

1 -Checklist of Requirements

2- Point System

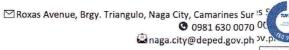
2 4 0 2 0 3 5 0 1 4 MAR 2024















Kagawaran ng Edukasyon rehiyon v—bicol tanggapang pansangay ng mga paaralan ng lungsod naga

Annex C CHECKLIST OF REQUIREM	IENTS		
Name of Applicant: Position Applied For: Office of the Position Applied For:	Application Code:		
Position Applied For:	Comment of the commen		
Religion:	Contact Number:		
Person with Disability: Yes () No ()	Ethnicity:Solo Parent: Yes () No ()		
reison with bisability. Tes () No ()	Status of Verification		
Basic Documentary Requirement	Submission (To be filled-out by the HRMO/HR Office/sub-out by the committee)		
	applicant; Status of Check if Submission Remarks (Check if complied)		
a. Letter of intent addressed to the Head of Office or highest human resource off	fficer		
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 20 Work Experience Sheet, if applicable	2017) and		
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript Records (TOR) and Diploma, including completion of graduate and post-grad units/degrees, if available	ot of duate		
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Record, whichever is/are applicable	1 Service		
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification			
Authenticity and Veracity (CAV) of the documents submitted and Data Privac Consent Form	acy		
k. Other documents as may be required for comparative assessment, such as but	nt not		
limited to: Means of Verification (MOVs) showing Outstanding Accomplishment, Appli	lication		
of Education, and Application of Learning and Development reckoned from the of last issuance of appointment	the date		
Photocopy of Performance Rating obtained from the relevant work experience performance rating in Item (i) is not relevant to the position to be filled.	ce, if		
Attested:			
Human Resource Management Officer OMNIBUS SWORN STA	ATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and correct, and of my personal knoriginal and/or certified true copies thereof.	nowledge and belief, and the documents submitted herewith are		
DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect and process my person recruitment, selection, and placement of personnel of the Department and for purpose implemented by the Civil Service Commission.			
Subscribed and sworn to before me thisday of, year.	Name and Signature of Applicant		
	Person Administering Oath		
	1 Groon Administering Oath		
In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000 or enforceability as any other documents or legal writing and (a) (w)here the law requelectronic document if the said electronic document maintain its integrity and reliability reference.	uires a document to be in writing, that requirement is met by an		

2 4 0 2 0 3 5 0 1 4 MAR 2024









Kagawaran ng Edukasyon

REHIYON V—BICOL TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

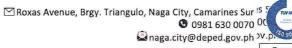
POINT SYSTEM FOR PROMOTION (T1 to SPET 1, SPET 2 or SPET 3) (Revised 2021)

(Revised 202	1)	
Criteria	MOV's	Maximum Score
A. PERFORMANCE RATING	Certification of Performance	
The Performance Rating of the candidate for the last 3 rating	Rating for the last 3 Rating	
periods prior to screening should at least be Very Satisfactory	Periods duly signed by the	35
(VS). The average of the numerical rating is multiplied by	authorized official	
35%.	Or	
Example: $2020-2021$: $4.5 x 2 = 9$	Actual copy of Performance	
$2019-2020: 4.499 \times 2 = 8.998$	Rating for the last 3 Rating	
2018-2019:3.5 x 2=7	Periods duly signed and approved	
	by authorized officials	
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		
B. EXPERIENCE	Service Record / Certificate of	
Experience must be relevant to the duties and functions of the	Employment with position and	
positions to be filled, with every year given a point but not to	inclusive period indicated and	5
exceed 5 points. Every month of service in excess of one (1)	signed by authorized	
year shall be given corresponding points. The reference date	official/Designation/Appointment	
should be the date when the teacher was hired as permanent.	official/Designation/Appointment	
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		
C. OUTSTANDING ACCOMPLISHMENT (20 POINTS)		
	Certificate of	
C.1. Outstanding Employee Award (4 points)		
 highest level of certificate submitted will be given a point must be earned after the last promotion 	Recognition/Award/Picture of	4
- To claim for points, there should be a search conducted in that	Plaque or Trophy	
level approved by higher authorities	1177 11	
a. Awardee in the school (.5)	Additional document for awards	
b. Nomination in the Division/awardee in the district (1.0)	received not from DepEd Naga:	
c. Nomination in the Region/awardee in the division (2.0)	Copy of memo or proof that a	
d. Nomination in the Department/awardee in the region (3.0)	search was conducted	
e. National Awardee (4.0)		
C.2. Innovations (4 points)	Approved Proposal	
- Innovative work plan properly documented, approved by	Accomplishment Report	4
immediate chief and attested by authorized regional/division	Certification of Adoption	-
official.	Certification of Adoption	
- Must be conducted after the last promotion		
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)	A	ļ
C.3. Research and Development Projects (4 points)	Approved Proposal	, a
- Research was properly documented, approved by	Copy of Research	4
immediate chief and attested by regional/division official.		İ
- Must be conducted after the last promotion		00 -
a. Action research conducted in the school level (2.0)	2402	10351
b. Action research conducted in the district level (3.0)	2 4 0 2	AAD 2024
c. Action research conducted in the division level (4.0)	4 1	MART ZUZ4
C.4. Publication/Authorship (4points)	Copy of Article/Book	
- Must be conducted after the last promotion	Or	4
- Article/publication must be related to education		













Kagawaran ng Edukasyon rehiyon v-bicol

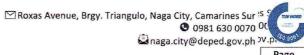
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Certification from publisher and photocopy of the article	
Certificate as Resource Speaker/Consultant/Presenter	4
Transcript of Records/ Certification of CAR	25
	5
Certificate of Training with inclusive dates	
Certificate of Participation/Training with inclusive dates 2 4 0 2	0 3 5 0 MAR 2024
	Transcript of Records/ Certification of CAR Certificate of Training with inclusive dates Certificate of Participation/Training with inclusive dates













Kagawaran ng Edukasyon rehiyon v—bicol tanggapang pansangay ng mga paaralan ng lungsod naga

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	 Certification as Chair/Co-Chair of a technical/planning committee signed by proper authorities 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

2 4 0 2 0 3 5 0 1 4 MAR 2024







