



Republika ng Pilipinas  
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  
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.

Position	SPECIAL EDUCATION TEACHER I SG 14	SPECIAL EDUCATION TEACHER III SG 16
Education	He/ she must possess any of the following qualifications: 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	Bachelor's degree in Education with specialization in Special Education
Training	None required	4 hours of relevant training
Experience	He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs	2 years experience as Special Education Teacher
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.	

3. Below is the timeline of activities:

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Page

1 of 8





Republika ng Pilipinas  
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 with relevant documents in the Division Records Section.	Teacher Applicant Human Resource Management Officer (HRMO)/HR staff, Records Officer/staff
March 26-April 2, 2024	Initial Evaluation	HRMO, HR Staff
April 3, 2024	Posting of Qualified Applicants from the Initial Evaluation Result (IER)	HRMO, HR Staff, Information Technology Officer
April 5, 2024	Interview & Document Evaluation of SPET Teacher 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

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
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)
E	Photocopy of Transcript of Records and Diploma <ul style="list-style-type: none"><li>Baccalaureate Degree</li><li>18 Professional Units in Education (if applicable)</li><li>Certification of units earned in SPED classes</li><li>Master's Degree (if applicable)</li><li>Doctorate Degree (if applicable)</li><li>Certification of Completed Academic Requirements (if applicable)</li></ul>
F	Photocopy of Certificates of Training (if applicable)
G	Photocopy of Service Record/Certificate of Employment <ul style="list-style-type: none"><li>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.</li></ul>
H	Photocopy of Latest appointment

24020350  
14 MAR 2024

DM 31, s. 2019 A Rev. 01



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Republika ng Pilipinas  
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	<b>Other Documents:</b> Certification from the School Head that the <b>applicant is teaching SPED classes for at least 3 years with a Very Satisfactory performance rating</b>
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 HRMO Sheila Margarita M. Durante Teachers' Union Representative Apollo C. Sebello SPET Education Supervisor

24020350  
14 MAR 2024



Republika ng Pilipinas  
**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

24020350  
14 MAR 2024





Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_  
Office of the Position Applied For: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Religion: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

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-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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 of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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 as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.			

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.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year.

Name and Signature of Applicant

Person Administering Oath

In consonance with Republic Act No. 8792 or the " Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other documents 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 maintain its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

24020350  
14 MAR 2024







Republika ng Pilipinas  
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)

Criteria	MOV's	Maximum Score
<b>A. PERFORMANCE RATING</b> 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>B. EXPERIENCE</b> 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
<b>C. OUTSTANDING ACCOMPLISHMENT (20 POINTS)</b>		
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
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>	Copy of Article/Book Or	4

24020350  
14 MAR 2024

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Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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)	Certification from publisher and photocopy of the article	
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
<b>D. EDUCATION (25 POINTS)</b> a. Complete Academic Requirements (CAR) <b>10 points</b> <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 <b>15 points</b> c. CAR for Doctoral Degree <b>20 points</b> d. Doctoral Degree <b>25 points</b>  Bachelor of Laws, Juris Doctor is considered as Master's Degree	Transcript of Records/ Certification of CAR	25
<b>E. TRAINING (5 POINTS)</b> <i>Note: Only trainings sponsored by DepEd or sponsored by other gov't. agencies/non-gov't. educ. &amp; training institutions recognized by DepEd shall be given a point</i> - <b>must be earned after the last promotion</b>		5
<b>E.1. SPECIALIZED TRAINING</b> (Scholarship Programs, Short Courses, Study Grants) <i>(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)</i>	Certificate of Training with inclusive dates	
<b>E.2. TRAININGS</b> <i>(highest level who meets the required no. of certificates will be given a point):</i> <b>a. International Level (5 points)</b> 1 certificate – with a minimum of 3 days inclusive trainings <b>b. National Level (4 points)</b> 1 certificate – with a minimum of 3 days inclusive trainings <b>c. Regional Level (3 points)</b> 3 certificates with a minimum of 3 days inclusive trainings <b>d. Division Level (2 point)</b> 3 certificates with a minimum of 3 days training for each certificate <b>e. District Level (1 point)</b> 3 certificates with a minimum of 3 days training each certificate	Certificate of Participation/Training with inclusive dates	24020350 14 MAR 2024

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Page

7 of 8





Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

<p><b>E.3. CHAIR/CO-CHAIR IN A TECHNICAL/PLANNING COMMITTEE</b></p> <p>“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.</p> <ul style="list-style-type: none"><li>- The certificate must be duly signed by proper authorities</li><li>- A brief description of the work and output must be properly documented</li></ul> <p>International      5 points National            4 points Regional            3 points Division            2 points District             1 point</p>	<p>1. Certification as Chair/Co-Chair of a technical/planning committee signed by proper authorities</p> <p>2. Documentation Report</p>	
<p><b>F. POTENTIAL (5 POINTS)</b>      (as found in DepEd Order No. 66, s. 2007)</p>		5
<p><b>G. PSYCHO-SOCIAL ATTRIBUTES (5 POINTS)</b>      (as found in DepEd Order No. 66, s. 2007)</p>		5

24020350  
14 MAR 2024