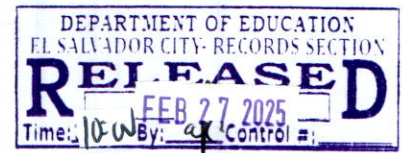




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



27 Feb 2025

DIVISION MEMORANDUM

No. 078, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
TEACHER I POSITIONS FOR SCHOOL YEAR 2025-2026**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the call for the submission of Applications for Teacher positions on Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS), until **March 21, 2025, 5:00 PM.**

Position	Salary Grade	Station
Teacher I	SG 11 – Php 30,024.00	DepEd El Salvador City

2. The ranking shall abide with the guidelines:

DepEd Order	Title
DepEd Order 07, s. 2023	Guidelines on Recruitment, Selection, and Appointment in the Department of Education

3. The comparative assessment for Teacher I shall be based on the following criteria:
- Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS and SHS), that exceed the minimum requirements as defined in the Civil Service Commission-approved Qualification Standards;
 - Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties and responsibilities for Teacher I;
 - Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered.
 - Professional Board Examination for Teachers (PBET), Licensure Examination for Teacher (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;**



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Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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- e. **PPST Classroom Observable indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF)

4. The following qualification standards shall be considered:

Level/Criteria	Kinder/ Elementary	Junior HS	Senior HS
<i>Education</i>	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	Academic Track: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject TVL: Bachelor's degree; or completion of technical-vocational course (s) in the area of specialization
<i>Training</i>	None required	None required	Academic Track: None required TVL: At least NC II *Appropriate to the Specialization
<i>Experience</i>	None required	None required	None required
<i>Eligibility</i>	RA 1080 (Teacher)	RA 1080 (Teacher)	Applicants for a permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position, Practitioners:(part-time only): None Required

Required Competencies

- a. *Technical Competencies:* Teaching Ability, Classroom Management and School Fit
- b. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;



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c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder. **Order of documents shall be as follows:**

- a. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- b. Letter of intent addressed to the Schools Division Superintendent with the following information:
 - i. Statement of purpose/ expression of interest
 - ii. Learning area/ subject group they intend to teach, if applicable

RANDOLPH B. TORTOLA
Schools Division Superintendent

- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating*
- e. Photocopy of valid and updated PRC License/ID (ATM Type) *;
- f. Photocopy of scholastic/academic record, e.g., Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. For post graduate units, Certification of units earned, duly authenticated/ certified by the university/ school registrar;
- h. Copy of the General Weighted Average (GWA) duly authenticated/ certified by the university/School registrar
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, TESDA, NCII, TMC relative to specialization and documentary proof of knowledge in using technology or software that may aid in teaching;
- k. Photocopy of the Performance Ratings covering one (1) year performance, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Detailed lesson plan, each applicant is expected to present a 15min demonstration teaching on set schedule

Level	Grade Level of Lesson Plan
Kinder/ SPED	Kinder
Elementary	Grade 3
Junior High School	Grade 7 aligned w/ specialization
Senior High School	Grade 11 aligned w/ specialization



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- n. All available and eligible pertinent documents as stipulated in DepEd Order No. 3, s. 2016 (Specialized Trainings, proof of Outstanding Employee Award, Innovations, Research and Development Projects, Publication/ Authorship and for having been a Resource Speaker) (for Senior High School)

** Not applicable for Senior High School applicants who may be appointed for provisional appointment*

6. All interested applicants shall **indicate in the folder tab** of their name and preferred application *(following the same order as enumerated below)*:

LEVEL APPLIED FOR	PRESCRIBED FILENAME
KINDERGARTEN	SY 2025-2026_KINDER_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2025-2026_KINDER_JUANA L. CRUZ
ELEMENTARY	PRESCRIBED FILENAME
	SY 2025-2026_ELEMENTARY_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
SPECIAL EDUCATION (SPED)	SY 2025-2026_ELEMENTARY_JUANA L. CRUZ
	PRESCRIBED FILENAME
	SY 2025-2026_SPED_FIRST NAME MIDDLE INITIAL. LAST NAME
ALTERNATIVE LEARNING SYSTEM (ALS)	ILLUSTRATIVE EXAMPLE
	SY 2025-2026_SPED_JUANA L. CRUZ
	PRESCRIBED FILENAME
JUNIOR HIGH SCHOOL <i>Code for Specialization:</i> AP – Araling Panlipunan ENG – English ESP – Edukasyon sa Pagpakatao FIL – Filipino MAPEH – Music, Arts, Physical Education and Health MATH – Mathematics SCI – Science TLE – Technology and Livelihood Education	SY 2025-2026_ALS_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2025-2026_ALS_JUANA L. CRUZ
	PRESCRIBED FILENAME
	SY 2025-2026_JHS_SPECIALIZATION_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2025-2026_JHS_AP_JUANA L. CRUZ
	SY 2025-2026_JHS_ENG_JUANA L. CRUZ
	SY 2025-2026_JHS_ESP_JUANA L. CRUZ
	SY 2025-2026_JHS_FIL_JUANA L. CRUZ
	SY 2025-2026_JHS_MAPEH_JUANA L. CRUZ
	SY 2025-2026_JHS_MATH_JUANA L. CRUZ
	SY 2025-2026_JHS_SCI_JUANA L. CRUZ
	SY 2025-2026_JHS_TLE_JUANA L. CRUZ



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SENIOR HIGH SCHOOL <i>Code for Tracks:</i> ACAD – Academic track TVL – Technical-Vocational Track <i>Code for Strands:</i> ABM – Accountancy, Business and Management GAS – General Academic Strand HUMSS – Humanities and Social Sciences STEM – Science, Technology, Engineering and Mathematics HE – Home Economics ICT – Information and Communications Technology IA – Industrial Arts	PRESCRIBED FILENAME SY 2025-2026_(TRACK)_(STRAND)_FIRST NAME MIDDLE INITIAL. LAST NAME ILLUSTRATIVE EXAMPLE SY 2025-2026_ACAD_ABM_JUANA L. CRUZ SY 2025-2026_ACAD_GAS_JUANA L. CRUZ SY 2025-2026_ACAD_HUMSS_JUANA L. CRUZ SY 2025-2026_ACAD_STEM_JUANA L. CRUZ SY 2025-2026_TVL_HE_JUANA L. CRUZ SY 2025-2026_TVL_ICT_JUANA L. CRUZ SY 2025-2026_TVL_IA_JUANA L. CRUZ
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7. For ease in the sorting of applications, pertinent documents shall be submitted color-coded, legal-sized folder with the contents arranged in order

LEVEL/ SUBJECT AREA	COLOR
KINDER	Blue
ELEMENTARY	White
SPED	Green
JUNIOR HIGH SCHOOL	
English	Brown
Mathematics	Yellow
Science	Red
TLE	White
MAPEH	Pink
ESP/Values	Dark Blue
Araling Panlipunan	Violet
Filipino	Orange
SENIOR HIGH SCHOOL	
ABM	Blue
HUMSS	Orange
STEM	Red
TVL	Green
Sports, Arts & Design	Pink





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8. Applicants are also requested to fill-out the online application form on or before March 21, 2025: <https://tinyurl.com/SY2025-26Teacher1Ranking>
9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up, will undergo the further interview and further evaluation.
10. The Screening Committee shall be composed of the following employees:

Elementary Level:

Chairperson	Conniebel C. Nistal, Asst. Schools Division Superintendent
Members	Ninian A. Alcasid, Chief EPSvr – CID Analyn G. Fabria, EPSvr Lina C. Bejiga, EPSvr Helen S. Palasan, School Principal III Rhea C. Batutay, EDTEA Representative
Secretariat	Ricca Stephanie E. Oco, ADAS III Gerlissa Kristi R. Amoguis, ADAS III

Junior High School:

Chairperson	Conniebel C. Nistal, Asst. Schools Division Superintendent
Members	Rolly B. Labis, Chief EPSvr – SGOD Jeffrey M. Martinez, AO V Lorna H. Estrosas, EPSvr Marivic S. Torres, School Principal I Mark Anthony G. Arietta, EDTEA Representative
Secretariat	Randy Rhys U. Capistrano, ADAS III

Senior High School:

Chairperson	Conniebel C. Nistal, Asst. Schools Division Superintendent
Members	Anabelle M. Mamacalay, EPSvr – CID Marie Jade A. Cacayan, EPSvr – CID Roque R. Sabasaje, EPSvr – CID Nilo C. Lomongo, Head Teacher III Rheaneza A. Loon, EDTEA Representative
Secretariat	Ruth A. Calubag, ADAS III

11. Applicants who are already in the Registry of Qualified Applicants from the previous year **may opt to retain their scores and shall express their intent in writing addressed to the Schools Division Superintendent on or before the March 21, 2025, 5:00PM.**





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12. This is the target schedule for this ranking:

Schedule	Activity/Output	Venue
March 7, 2025	Orientation for Division Screening Committee	SDO Diamond Building
March 12, 2025, 8:00AM-12:00NN	Orientation of Applicants	Cogon NHS
March 21, 2025, 5:00 PM	Submission of Application Documents	Division Office
March 31 – April 4, 2025	Initial Evaluation Period	Division Office, (HRMO and Secretariat only)
April 8, 2025	Posting of Selection Line-Up	Division Office
April 15 – 22, 2025	Document Deliberation/ Demonstration Teaching	Will be announced on a separate Memo (Screening Committee)
April 23, 2025	Teacher's Reflection	El Salvador City CS Covered Court (Applicants)
April 29, 2025	Finalizing of scores and meeting with screening Committee	Division Office (Screening Committee and Secretariat)
May 8, 2025	Submission of Comparative Assessment Report	Division Office (Secretariat)
May 13, 2025	Posting of RQA in the website	N/A

13. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

14. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



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Enclosure No. _____ to Division Memorandum No. _____, s. 2025

DUTIES AND RESPONSIBILITIES OF TEACHER I- III

DUTIES AND RESPONSIBILITIES	
1.	Applies mastery of content knowledge and its application across learning areas
2.	Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
3.	Manages an environment conducive to learning
4.	Addresses learner diversity
5.	Implements and supervises curricular and co-curricular programs to support learning
6.	Monitors and evaluates learner progress and undertakes activities to improve learner performance
7.	Maintains updated records of learners' progress
8.	Counsels and guides learners
9.	Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
10.	Undertakes activities towards personal and professional growth
11.	Does related work



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CHECKLIST OF REQUIREMENTS

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

Application Code: _____

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 Accomplishments, 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.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

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