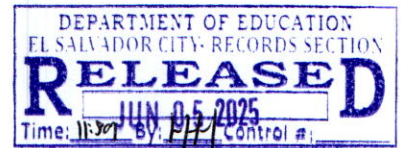




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



05 JUN 2025

DIVISION MEMORANDUM
No. 185, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
SPECIAL EDUCATION TEACHER I (ELEMENTARY)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
Human Resource Merit Promotion and Selection Board
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office would like to inform all interested applicants for School Principal, until **June 19, 2025, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Salary Grade/ Pay	Item No.	Station Assignment
Special Education Teacher I	SG-14/ Php 37,024	OSEC-DECS-SPET1- 660058-2025	SDO El Salvador City Schools

2. The ranking shall abide with the following guidelines:
 - a. **DepEd Order No. 20, s. 2024**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions.*"
 - b. **DepEd Order No. 93, s. 2010**, on SPED Teacher qualification



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





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

3. The following qualification standards shall be considered:

Position	Qualification				Performance Requirements
	Education	Training	Experience	Eligibility	
Special Education Teacher I	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	21 Proficient COI at Very Satisfactory 16 Proficient NCOI at Very Satisfactory

*Note: A rating of at least **Very Satisfactory** in the last rating period covering one (1) year complete performance cycle in the current position shall be required. In addition, applicants shall be required to satisfy the set performance requirements of the position applied for, based on at most three (3) rating periods reckoned from the immediately preceding performance cycle completed

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;
 - c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
4. 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 indicating the prescribed file name in the built-in tab, which shall be 2025-SPET1A_Full Name (e.g. 2025-SPET1A_Juana D. Cruz). **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;
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 Voter's ID and/or any proof of residency;



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





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

- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of valid and updated PRC License/ID,
- g. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including completion graduate/post-graduate units/degrees, if applicable;
- h. Certification of MA/PhD units earned from university registrar, if applicable;
- i. Photocopy of Certificate of Employment, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, relevant specialized trainings or professional development programs, if applicable;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings based on the vacant position. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. Photocopy of Latest Appointment;

5. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Name of HRMPSB Member
Chairperson	Conniebel C. Nistal, Asst. SDS
Members	Ninian A. Alcasid, CID Chief
	Jeffrey M. Martinez, AO V
	Felanie Marie A. Lim, HRMO II
	Helen S. Palasan, P III (PESPA Pres)
	Rhea C. Batutay, MT II (EDTEA Rep)
Secretariat	Randy Rhys U. Capistrano, ADAS III

6. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
Until June 19, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
June 25, 2025	Initial Evaluation	IER Committee
July 1, 2025	Posting of Initial Evaluation Results	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB



Address: Zone 3, Poblacion, El Salvador City
 Telephone No: (088) 882 6326
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
 Forging Partners**





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

7. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
8. 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.
9. 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



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**



CHECKLIST OF REQUIREMENTS

Annex C-1

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

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 (✓) 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 SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOs			

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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and if/where 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 as so in law usable for subsequent reference

DUTIES AND RESPONSIBILITIES

SPED Teacher I-III

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/researches of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion
9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

Major Final Outputs (MFOs)	Key Result Areas (KRAs)	Objectives	Outputs
	1. Accommodation of Children/Youth With Exceptionalities	a. Assessed children/youth with special needs with a multidisciplinary/assessment team within target date b. Recommended proper educational placement of children/youth with special needs within target date c. Modified/Adjusted the curriculum to address the educational needs of the children/youth with special needs within the rating period d. Taught children/youth with special needs using appropriate instructional materials/assistive devices within the rating period e. Conducted case studies/researches of children/youth with special needs within target date	a. Assessment report b. Recommendation on the proper educational placement of children/youth with special needs c. IEP d. appropriate instructional materials/assistive devices used e. Case study/research
	2. Individual Education Plan Development	a. Developed Individual Educational Plan (IEP) designed to promote/address the educational, physical, intellectual and social development of children/youths with special needs and conferred with parents, principal, medical specialists, social workers and professionals within the rating period b. Evaluated/Reviewed regularly the IEP based on learners' progress together with an IEP team within target date c. Diagnosed areas for development for the IEP within the rating period	a. Individual Educational Plan (IEP) b. Updated IEP c. Updated IEP
	3. Inclusive Education Implementation	a. Coordinated the educational placement of children/youth with special needs qualified for regular classroom inclusion within target date b. Ensured that regular and receiving teachers adhere to inclusive education policies within the rating period c. Served as SPED focal person in the division	a. Short list of children/youth with special needs qualified for regular classroom inclusion b. Monitoring report on adherence of teachers to inclusive education policies c. Lecture/workshop/training