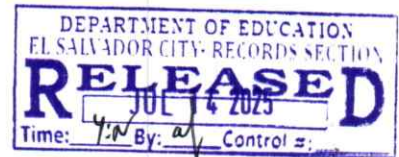




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



09 Jul 2025

DIVISION MEMORANDUM
No. 233, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
TEACHER II**

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 calls for the submission of Applications for Teacher III positions in the Division, until **July 25, 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
Teacher II (Senior HS)	SG-12/ Php 32,245	OSEC-DECSB-TCH2-660867-2016	Secondary Schools (SHS)
Teacher II (Senior HS)	SG-12/ Php 32,245	OSEC-DECSB-TCH2-660463-2017	Secondary Schools (SHS)
Teacher II (Senior HS)	SG-12/ Php 32,245	OSEC-DECSB-TCH2-660458-2017	Secondary Schools (SHS)
Teacher II (Senior HS)	SG-12/ Php 32,245	OSEC-DECSB-TCH2-660109-2021	Secondary Schools (SHS)
Teacher II (Senior HS)	SG-12/ Php 32,245	OSEC-DECSB-TCH2-660288-2022	Secondary Schools (SHS)

2. The ranking shall abide with the following guidelines
 - a. **DepED Order No. 20, s. 2024**, otherwise known as “Revised Guidelines on the Appointment and Promotion to Higher Teaching Positions.”
 - b. **DepED Order No. 19, s. 2025**, otherwise known as “Amended Qualifications for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly-Created Teacher IV-VII and Master Teacher V Positions”



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

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3. The following qualification standards shall be considered:

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

Prescribed Qualifications

Position	Qualification				Performance Requirements
	Education	Training	Experience	Eligibility	
Teacher II (ACAD)	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/ subject plus 18 units of professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 year	1 year experience in teaching or industry work in relevant strand/ subject	None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring	At least 6 Proficient COIs at Very Satisfactory At least 4 Proficient NCOIs at Very Satisfactory
Teacher II (TVL)	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring	At least 6 Proficient COIs at Very Satisfactory At least 4 Proficient NCOIs at Very Satisfactory



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Education; or Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization					
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*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

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 the following:
- 2025-ACAD-T2A_Full Name (e.g. 2025-ACAD-T2A_Juana D. Cruz)
 - 2025-TVL-T2A_Full Name(e.g. 2025-TVL-T2A_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;
- 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;



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- 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:

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)
	Marivic S. Torres, P I (NAPPSHI)
	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 July 25, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
July 30, 2025	Initial Evaluation	IER Committee
August 5, 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

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



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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



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Enclosure No. 1 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

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 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 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 all 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 so as to be usable for subsequent reference.