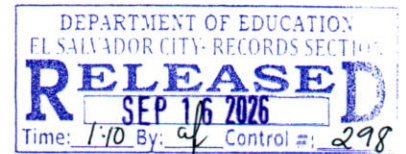




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



15 Sep 2026

DIVISION MEMORANDUM
No. 298, s. 2026

ANNOUNCEMENT OF CAREER OPPORTUNITY:
Teacher II and Teacher III

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 of the following vacancies below until, **September 28, 2026, 5:00 PM**. Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Salary Grade	No. of Vacancies	Place of Assignment
Teacher II (Elementary)	SG 12 Php 33,947	1	Elementary
Teacher II (Senior High School)	SG 12 Php 33,947	1	Senior High School
Teacher III (Elementary)	SG13 Php 36,125	2	Elementary
Teacher III (Junior High School)	SG13 Php 36,125	4	Junior High School
Teacher III (Senior High School)	SG13 Php 36,125	4	Senior High School

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 20, s. 2024**, otherwise known as "*Revised Guidelines on the Appointment and Promotion to Higher Positions.*"

3. The following qualification standards shall be considered:

Required Competencies

- Technical Competencies*: teaching Abilit, Classroom Management and School fit
- Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- Core Skills*: Oral Communication, Written Communication and Computer/ ICT Skills



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4. This position shall be based on the following criteria:
- **Education** units and/or degree that exceed the minimum qualification requirements defined in the CSC-approved QS which shall be relevant to the position to be filled shall be given corresponding points;
 - **Training** hours that exceed the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years. Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points;
 - **Experience** in teaching that exceeds the minimum number of months/years as defined in the CSC-approved QS shall be given corresponding points. For SHS, relevant industry and/or work experience may be considered;
 - **Performance** in the latest rating period covering one (1) year complete performance cycle in the current position with at least VS rating;
 - **Outstanding Accomplishments** acquired after the last promotion;
 - **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
 - **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Assessment of Portfolio Annotations and BEI.
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 indicating the prescribed file name in the built-in tab, which shall be the following:
- Elementary:
- 2026-ET2A_Full Name (e.g. 2026-ET2A_Juana D. Cruz)
 - 2026-ET3A_Full Name (e.g. 2026-ET3A_Juana D. Cruz)
- Junior HS
- 2026-JT3A_Full Name (e.g. 2026-JT3A_Juana D. Cruz)
- Senior HS
- 2026-ST2A-TVL_Full Name (e.g. 2026-ST2A-TVL_Juan D. Cruz)
 - 2026-ST2A-ACAD_Full Name (e.g. 2026-ST2A-ACAD_Juan D. Cruz)
 - 2026-ST3A-TVL_Full Name (e.g. 2026-ST3A-TVL_Juan D. Cruz)
 - 2026-ST3A-ACAD_Full Name (e.g. 2026-ST3A-ACAD_Juan D. Cruz)



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6. **Order of documents shall be as follows:**

- a. Letter of intent addressed to the Schools Division Superintendent;

RANDOLPH B. TORTOLA
Schools Division Superintendent

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) with work experience sheet (*notarized*);
- 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 graduate and post-graduate units/degrees, if applicable);
- g. Photocopy of Certificate of Employment, or Duly signed Service Record, whichever is applicable;
- h. Photocopy of Latest Appointment, if applicable;
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy Of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) 11,4 Trainers Methodology Certificate (TMC), 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 depending on the performance requirements per vacant position. The latest performance rating shall one (1) year complete rating period in the current position);
- l. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST nan-classroom observable indicators.

7. This submission is separate from the submissions required by ECP. Accordingly, interested applicants must submit a separate set of documents for this call for applications.

8. Further, this is to reiterate item no. 20, 21 and 25 of DepEd Order No. 20, s. 2024 as follows:



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"20. Individuals who failed to submit complete mandatory documents (Items 19.a to 19.l) (Item 6.a to 6.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) (Item 6.m) shall not warrant exclusion from the pool of official applicants.

"21. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as by the Omnibus Sworn Statement (Item 19.1), duly signed by the applicant and sworn before a public officer authorized to administer oaths. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/ s against the person concerned."

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

Role	ELEMENTARY	JUNIOR HS	SENIOR HS
Chairperson	Conniebel C. Nistal, ASDS		
Members	Ninian A. Alcasid, Chief CID / Jovit D. Comon, EPSVR (Alternate)		
	Jeffrey M. Martinez, Admin Officer V		
	Felanie Marie A. Lim, HRMO II		
	Helen S. Palasan, School Principal I	Jessica C. Micabalo, School Principal I	Marivic S. Torres, School Principal I
	Rhea C. Batutay, Master Teacher II		
Secretariat	Randy Rhys U. Capistrano, ADAS III		

10. This is the target schedule for this ranking:

Schedule	Activity / Output	In-Charge
September 28, 2026, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
September 29, 2026	Initial Evaluation	IER Committee
October 8, 2026	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB



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11. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
12. 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.
13. 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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Attachement No. 1: QUALIFICATION STANDARDS

LEVEL	POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEM	TEACHER II	Bachelor's degree in Education; or Bachelor's in relevant subject or learning area with at least 18 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 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary); RA 1080, as amended (Teacher-Secondary)
ELEM/JHS	TEACHER III	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary); RA 1080, as amended (Teacher-Secondary)
SHS	TEACHER II	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; Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's with at least 6	8 hours of training in any Of or a cumulative of the following: Curriculum, Subject Specialization within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA1080, as amended (Teacher-Secondary) for permanent appointments; None required for provisional and contractual appointments 'must pass the LET within 5 years after the date of first hiring



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		units towards Master's degree in the relevant strand/subject			
SHS	TEACHER III	<p>Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelors with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education</p> <p>Bachelors degree with a major in the relevant strand/subject; or any Bachelors degree with at least 12 units towards Master's degree in the relevant strand/subject</p>	<p>16 hours of training in any of ora cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years</p>	<p>2 years experience in teaching or industry work in relevant strand/subject</p>	<p>RA1080, as amended (Teacher-Secondary) for permanent appointments; None required for provisional and contractual appointments 'must pass the LET within 5 years after the date of first hiring</p>



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Attachment No. 2: PERFORMANCE REQUIREMENTS

Note: A rating of at least **Very Satisfactory** in the last rating period covering one (1) year complete performance cycle in the current shall be required. In addition, internal 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.

POSITION APPLIED FOR	CLASSROOM OBSERVABLE INDICATORS (COI)	NON-CLASSROOM OBSERVABLE INDICATORS (NCOI)
TEACHER II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
TEACHER III	At least 12 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory



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Attachment No. 3: 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 learner's 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	
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 HRO/EO/EO Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully 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	
<small>In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (a) electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and; (b) 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.</small>			