



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEPT. OF EDUCATION OCCIDENTAL MINDORO
RELEASED
DATE: OCT 13 2023
DIVISION OFFICE
MAMBURAO

**Office of the Schools Division
Superintendent**

October 13, 2023

DIVISION MEMORANDUM

No. 000348 s. 2023

**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT SENIOR HIGH SCHOOL
TEACHER ITEMS IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division
Superintendent
Chief Education Supervisors, CID and SGOD
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/TICs
All Others Concerned

1. With the intent to fill in the vacant teaching positions of Senior High School in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents of interested applicants**, on or before **October 27, 2023, 5:00 pm** at the Schools Division Office, Mamburao, Occidental Mindoro.
2. Currently, the Schools Division of Occidental Mindoro has four (4) Teacher III and ten (10) Teacher II vacant positions which will be deployed to various school implementing Senior High School.
3. Further, the letter of the interested applicants shall be addressed to the Head of the agency in the following format:

Dr. LOIDA P. ADORNADO, CESO VI
OIC, Office of the Schools Division Superintendent
Schools Division of Occidental Mindoro
Mamburao, Occidental Mindoro

4. **Deped Order No. 3 s. 2016** will be the basis in evaluation and assessment of each document. Interested applicants should attach the following documents with their application:
 - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;





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Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

**Office of the Schools Division
Superintendent**

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with work experience sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled, if applicable.
5. For applicants who are already teaching with the DepEd either in elementary or junior high schools (JHS), DepEd Order No. 66, s. 2007 on the "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and NonTeaching Positions" shall apply, except for "Part III. Computation of Points" of said DepEd Order. "Part VII. Evaluation Criteria and Computation of Points" of this Order shall apply instead.
6. **Incomplete documents shall not be entertained.** All items declared to have been submitted in the Omnibus Sworn Statement must be present. All applicants are advised to use blue folders with tabbings.

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7. All vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.
8. Interview and demonstration teaching shall be announced in a separate memorandum.
9. Annex A provides the Qualification Standards set by the Civil Service Commission and the Department of Education for the vacant positions.
10. Widest dissemination of and compliance to this Memorandum is desired.

LOIDA P. ADORNADO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By Authority of the OIC-SDS:


RODEL S. MAGNAYE
Chief Education Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

Annex A. Senior High School (SHS) Qualification Standards (QS)

For the Arts and Design Track

Position Title and Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II (Senior High School) [SG 12]	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	<ul style="list-style-type: none"> ✓ Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring
Teacher III (Senior High School) [SG 13]	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject	2 years relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	<ul style="list-style-type: none"> ✓ Regular applicants for a contractual position: None required ✓ Practitioners (part-time only): None required

For the Sports Track

Position Title and Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II (Senior High School) [SG 12]	Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	✓ Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring
Teacher III (Senior High School) [SG 13]	Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track	2 years relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	✓ Regular applicants for a contractual position: None required ✓ Practitioners (part-time only): None required

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For the Technical-Vocational Livelihood Track

Position Title and Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II (Senior High School) [SG 12]	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None	At least NC II + TMC I <i>*Appropriate to the specialization</i>	<ul style="list-style-type: none"> ✓ Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET
Teacher III (Senior High School) [SG 13]	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	1 year relevant teaching/industry work experience	At least NC III + TMC I <i>*Appropriate to the specialization</i>	<ul style="list-style-type: none"> within five (5) years of hiring ✓ Regular applicants for a contractual position: None required ✓ Practitioners (part-time only): None required

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