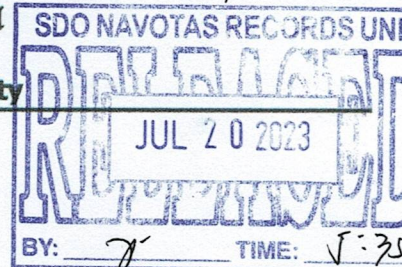




Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office of Navotas City

RL-23-P-0860



20 July 2023

**Honorable JOHN REYNALD M. TIANGCO**  
City Mayor  
Navotas City

Thru: **Public Information Office**  
**Information and Communications Technology Office**

S I R:

Greetings of Solidarity!

This is to respectfully furnish your office a copy of our Division Memorandum dated July 20, 2023 concerning the Hiring of Teacher II (SHS). May we request that this be posted and disseminated to the City's official Facebook and website page.

For other details, you may contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV (HRMO II), at [genesisann.gonzales@deped.gov.ph](mailto:genesisann.gonzales@deped.gov.ph) or at (8)355-5032.

Thank you and more power!

Very truly yours,

**MELITON P. TURBANO**  
Schools Division Superintendent

Office of the City Mayor NAVOTAS CITY	
Received by:	<u>mhargie</u>
Date & Time:	<u>JUL 21 2023</u>   <u>9:32</u>

#09

Personnel/CJME



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,  
Navotas City  
(02) 83555032, (02) 83327985  
[navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph) <https://depednavotas.ph>



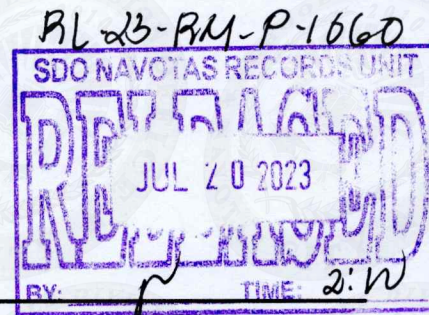
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Angat Pa, NAVOTAS!





Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Navotas City



20 July 2023

MEMORANDUM

**To :** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Secondary School Heads  
All Others Concerned

**SCREENING/ EVALUATION FOR TEACHER II  
(SENIOR HIGH SCHOOL)**

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for Teacher II to fill- up natural vacancy:

Position/s	No. of Position to be Filled	SG- Monthly Salary per NBC 591 s. 2023	Subject Area	Place/s of Assignment
<b>TEACHER II</b> (Senior High School)	9	SG 12  P 29,165	HUMMS (1)	<b>San Rafael Technological and Vocational High School</b>
			SCIENCE (1)	<b>Navotas National Science High School</b>
			ENGLISH (1)	
			SCIENCE (2)	<b>Tanza National High School</b>
			FILIPINO (1)	
			MATH (1)	
			HUMMS (1)	<b>Navotas National High School</b>
			TVL-ICT (1)	

2. All interested in this position must be able to meet the Qualification Standards (QS) (see **Annex A: Qualification Standards**) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex B: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.
3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division



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upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle** (EEO).

4. All interested applicants shall submit the following documentary requirements (see **Annex B: List of Documentary Requirements**) with tags/markers through the Records Section **on or before August 2, 2023, Wednesday, until 5:00 PM only** and all **hard copies** of the documents must also be submitted in clearly **scanned copies in PDF format**. These should be sent via email to [sdonavotas.personnel@deped.gov.ph](mailto:sdonavotas.personnel@deped.gov.ph) on or before the deadline, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in DepEd Order No. 3 s. 2016 (Hiring Guidelines for Senior High School Teaching Positions) which shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants is also attached therein (see **Annex D: List of References**).
5. The schedule of activities relative to the screening /evaluation for teaching position and filling out of Microsoft form at <https://tinyurl.com/SDONavotasJulyVacancy> (see **Annex E: Timeline of Activities**), and additional reminders and announcements (see **Annex F**).
6. For queries, please contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV, at **(8)355-50-32** or through email at [genesisann.gonzales@deped.gov.ph](mailto:genesisann.gonzales@deped.gov.ph)
7. Immediate and wide dissemination of this Memorandum is directed.

**MELITON P. ZURBANO**  
Schools Division Superintendent

OSDS/Personnel/gabg



## Annex A

### The Qualification Standards (QS) for TEACHER II

Position	Education	Training	Experience	Eligibility
<b>Teacher II</b> (Senior High School)	<b>ACADEMIC TRACK:</b> Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/ subject;  <b>TVL TRACK:</b> Bachelor's degree or completion of technical-vocational course(s) in the area of specialization	<b>ACADEMIC TRACK:</b> None required  <b>TVL TRACK:</b> At least NC II + TMC I *Appropriate to the specialization	<b>ACADEMIC TRACK :</b> None required;  <b>TVL TRACK:</b> 6 months of relevant teaching or industry work experience;	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

#### **PLANTILLA ITEM NUMBER :**

Senior High School

Teacher II OSEC-DECSB-TCH2-30682-2016 vice Ruel Jacob (Promoted)  
 OSEC-DECSB-TCH2-30795-2023 vice New Item  
 OSEC-DECSB-TCH2-30796-2023 vice New Item  
 OSEC-DECSB-TCH2-30797-2023 vice New Item  
 OSEC-DECSB-TCH2-30798-2023 vice New Item  
 OSEC-DECSB-TCH2-30799-2023 vice New Item  
 OSEC-DECSB-TCH2-30800-2023 vice New Item  
 OSEC-DECSB-TCH2-30801-2023 vice New Item  
 OSEC-DECSB-TCH2-30802-2023 vice New Item



## Annex B

### List of Documentary Requirements:

<b>a</b>	Letter of Intent	Addressed to the Schools Division Superintendent <b>Dr. Meliton P. Zurbano</b> <i>(Note: State the specific position and place of assignment you are applying for)</i>
<b>b</b>	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
<b>c</b>	Updated Service Record / Certificate of Employment	Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities and Inclusive dates of service.
<b>d</b>	Photocopy of Academic Records/ Transcript of Records/ <b>Certification of GWA</b>	holders of Bachelor's/ Master's or Doctorate degrees
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
<b>e</b>	Photocopy of PRC License	Board of Rating/ License/ ID
<b>f</b>	Photocopy of Performance Ratings for the last rating period prior to this application	This should cover the last rating period prior to this application.
<b>g</b>	Photocopy of certificates of training attended	<b>For Criteria purposes:</b> Trainings for more than 2 days and held within the <b>last five (5) years</b>
<b>h</b>	Photocopy of Portfolio. Outstanding Achievements (relevant to field/ specialization applying for) <i>(For SHS)</i>	Published work, Recognized innovations and accomplishment in Research and Development, Prizes, Awards, Recognition at least on Sub-national level. <i>(At least on sub-national level)</i>
<b>i</b>	Omnibus Sworn Statement	see <b>Annex G</b> duly subscribed & sworn to by an authorized administering officer
<b>j</b>	Checklist of Requirements	see <b>Annex B &amp; C</b>
<b>k</b>	Waiver pursuant to the Background Investigation	see <b>Annex H</b>
<b>l</b>	English Communication Skills Result	Valid Certification of English Proficiency Test Rating



## ANNEX C

### CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Where did you see our Job Vacancies? \_\_\_\_\_  
 (For ex. through FB Page, Website, School Page, Word of Mouth, Referrals, etc.)  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		Status of Submission	Verification (To be filled-out by the HR Office/Subcommittee)	
		(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
i.	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
j.	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			
k.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
l.	Authorization for background check (Annex G)			

### OMNIBUS SWORN STATEMENT

#### CERTIFICATION ON 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.

Attested:

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Human Resource (HR) Office / Subcommittee

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.



## ANNEX D

### (Senior High School) As per DepEd Order No. 3 s. 2016

CRITERIA	ACAD TRACK	TVL TRACK
Education *	20	15
Teaching/ Industry/ Workplace Experience **	15	20
Specialized Training ***	10	20
Interview	15	15
English Communication Skills ****	10	5
Portfolio/ Outstanding Achievements *****	10	10
Demonstration Teaching	20	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>

\* At least completed 15 units of specialized subjects in the track/ strand/ subject being applied for

\*\* At least 1 year of professional experience in the fields under the track/ strand/subject being applied for shall be give 0.50 point for every month of employment beginning on the 13<sup>th</sup> month of employment

\*\*\* assignment of 1 point shall be given for every training of at least 2 days;

\*\*\*\* will be measured through EPT which shall be administered to applicants by BEA.

\*\*\*\*\* these may include but not limited to the ff: published work, recognized innovations, accomplishments in research, prizes, awards, recognitions, letters of commendation for these, exemplary performance, work or academic projects;



## ANNEX E

### Timeline of Activities:

Date	Activities	Person or Committee In-Charge
July 20 to August 2, 2023	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: <a href="https://depednavotas.ph/">https://depednavotas.ph/</a> <a href="https://www.facebook.com/Navotas.Division">https://www.facebook.com/Navotas.Division</a> <a href="https://www.facebook.com/depednavotashumanresource/">https://www.facebook.com/depednavotashumanresource/</a> <a href="https://www.facebook.com/navotenoako">https://www.facebook.com/navotenoako</a>	HRMPSB Secretariats,  ITO
July 20 to 26, 2023	Filling out of Microsoft form at <a href="https://tinyurl.com/SDONavotasJulyVacancy">https://tinyurl.com/SDONavotasJulyVacancy</a> for the virtual orientation for interested applicants	HRMPSB Secretariats,  Interested applicants
July 28, 2023	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & Microsoft form)	Interested applicants,  HRMPSB Secretariats
August 2, 2023	Deadline for the submission of application letter and supporting documents to the <b>Records Section of the Schools Division</b> Office of Navotas City and to email address <a href="mailto:sdonavotas.personnel@deped.gov.ph">sdonavotas.personnel@deped.gov.ph</a>  Our office hours is from 8:00 AM to 5:00 PM Please note that late submission of requirements will not be accepted	Interested applicants,  HRMPSB Secretariats,  Records Officer
August 4, 2023	Posting of Qualified Applicants	HRMO II and HRMPSB Secretariats
August 8, 2023	<b>Evaluation and Interview of qualified applicants</b> (Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Google form)  Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants,  HRMPSB Secretariats, & Members
August 9, 2023	<b>Demonstration Teaching</b> (Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Google form)	HRMPSB Secretariats & SHS Focal Person



## ANNEX F

### Additional Reminders:

1. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in **Annex D** may be conducted virtually via zoom application.
2. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents. Any false and fraudulent document submitted shall be grounds for disqualification (see **Annex F**).
3. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.
4. Applicants who will not be able to participate during the scheduled evaluation assessment and demonstration teaching shall not be given scores for the interview and demonstration criteria.
5. It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.
6. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (see **Annex H**).



## ANNEX G

### Omnibus Certification of Authenticity and Veracity of Documents

#### CERTIFICATION

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, Filipino and residing at \_\_\_\_\_, under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of Teacher II applicant to the Department of Education, Division of Navotas City for CY 2023.

\_\_\_\_\_  
Applicant

**SUBSCRIBE AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
Tin \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book no. \_\_\_\_\_  
Series of \_\_\_\_\_



## ANNEX H

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

### AUTHORIZATION FOR BACKGROUND CHECK

I, \_\_\_\_\_, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Name & Signature of Employee

\_\_\_\_\_  
Date