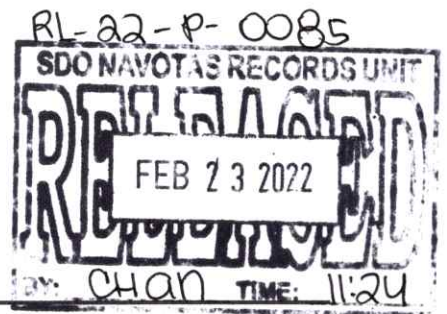




Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City



Office of the Schools Division
Superintendent

22 February 2022

Honorable TOBIAS REYNALD M. TIANGCO

City Mayor
Navotas City

Thru: **Information Communication Technology Office**

S I R:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated February 11, 2022 concerning the Hiring of Teacher I for School Year 2022-2023 (Elementary, Junior & Senior High School Levels). May we request that you kindly post and disseminate this issuance in your City's official website and facebook page, for your constituent's information.

For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,

ALEJANDRO G. IBAÑEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Personnel/ERC



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



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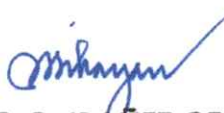


Republic of the Philippines
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**Office of the Schools Division
Superintendent**

MEMORANDUM

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

FROM: 
ALEJANDRO G. IBANEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **HIRING OF TEACHER I for SY 2022-2023 (Elementary, Junior High School & Senior High School)**

DATE: 11 February 2022

1. The field is hereby informed that the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct recruitment and selection of public school teachers for SY 2022-2023.
2. 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 upholds the value of equality and diversity into all elements of its recruitment systems and adopts the Equal Employment Opportunity Principle (EEOP).
3. All interested in this position must be able to meet the Qualification Standards (QS) before they can be shortlisted and proceed with the application process:

Teaching Position/ Level	Education	Training	Experience	Eligibility
Teacher I (Elementary)	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)

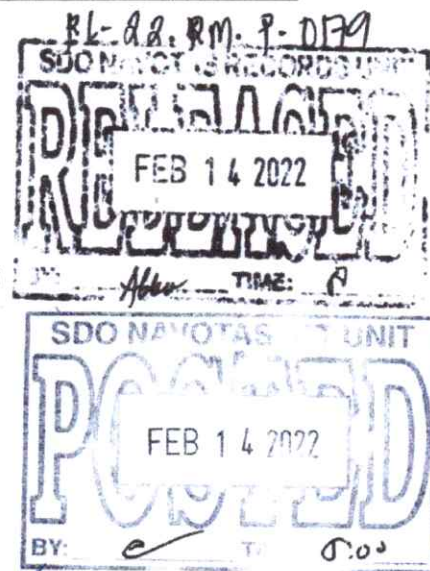


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Teaching Position/ Level	Education	Training	Experience	Eligibility
Teacher I (Junior High School)	Bachelor's degree in Secondary Education or Bachelor's degree plus 18 Professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)
Teacher I (Senior High School)	<u>Academic Track & Core Subjects:</u> Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/ subject <u>Technical- Vocational Livelihood (TVL) Track:</u> Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	<u>Academic Track & Core Subjects:</u> None required <u>Technical- Vocational Livelihood (TVL) Track:</u> At least NC* II *Appropriate to the specialization	<u>Academic Track & Core Subjects:</u> None required <u>Technical- Vocational Livelihood (TVL) Track:</u> None required	RA 1080 (Teacher)

4. Interested applicants must submit the following pertinent documents with tags/markers through the Records Section not later than **April 08, 2022, Friday**, for evaluation purposes:
- Letter of Intent addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
 - Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
 - Photocopy of Voter's ID or Barangay Certificate
 - Photocopy of Certification of General Weighted Average (GWA) issued by University Registrar
 - Photocopy of Transcript of Records for Undergraduate, Masteral & Doctorate Degree
 - Photocopy of updated Service Record or Certificate of Employment
 - Photocopy of updated Professional Regulation Commission (PRC) License or ID
 - Photocopy of ratings obtained in the Licensure Examination for Teachers (LET)
 - Photocopy of Certificates of specialized trainings, *National Certificate (NC) or Trainers Methodology Certificate (TMC) for TVL applicants



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- j. Omnibus Sworn Statement
- k. Submission of photocopy of Certificates of Outstanding Accomplishments is encouraged for Senior HS applicants. These may include but are not limited to the following:
 - i. Published Work
 - ii. Recognized Innovations & Accomplishments in Research & Development
 - iii. Prizes, Awards, Recognitions Letters of Commendation for theses or major papers, exemplary performance and work/academic projects
5. All hard copies of the documents to be submitted must also be submitted in clearly scanned copies in PDF format. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline (see Item 4).
6. Applicants shall fill out the google form using at <https://bit.ly/Teacher1Sy2022-2023> for the virtual orientation of interested applicants.
7. The following are the applicable guidelines for Teacher I positions in SY 2022-2023 and shall serve as basis for the evaluation of qualified applicants in the screening and evaluation process. Elementary & Junior High School Level: DepEd Order No. 7 & 22, s. 2015. Senior High School Level: DepEd Order No. 3, 27 & 32, s. 2016, and DepEd Order No. 51, s. 2017
8. The schedule of activities relative to the screening /evaluation for Teacher I is as follows:

Date	Activities	Person or Committee In-Charge
February 11, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ https://www.facebook.com/Navotas.Division https://www.facebook.com/depednavotashumanresource/	AO II ITO
February 11 to March 31, 2022	Filling out of Google form at https://bit.ly/Teacher1Sy2022-2023 for the virtual orientation for interested applicants	Interested applicants



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Date	Activities	Person or Committee In-Charge
April 01, 2022	Virtual orientation with interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message indicated in the PDS & google form)	AO II and HRMPSB
April 08, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and scanned copies in PDF format to email address sdonavotas.personnel@deped.gov.ph	AO II

9. 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 item number 8 may be conducted virtually via Zoom application.
10. The interview process, demonstration teaching and English Proficiency Test (EPT) criteria and schedule will be explained during the virtual orientation.
11. Applicants who will not be able to participate during the scheduled on-line evaluation assessment shall not be given scores for the interview. No EPT result shall only mean no score under the EPT criterion set in DO Nos. 7 & 22, s. 2015 and DO No. 3, s. 2016.
12. To expedite the recruitment and selection process and to augment the number of applicants in light of the COVID-19 situation, we shall consider the remaining qualified applicants in the RQA SY 2021-2022, provided that said applicants should have expressed their intent to apply in SY 2022-2023 by submitting letter of intent addressed to the SDS. The points earned by the teacher applicants in the previous year's RQA may be honored, unless they will be able to present new documents to update their points.
13. For queries, please contact the Personnel Unit at 8-3555032.
14. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC



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ANNEX A

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 fruitful 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 a school Teacher I applicant to the Department of Education, Division of Navotas City for SY 2022-2023.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2020, 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 _____