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

28 November 2022

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Information and Communications Technology Office**

S I R:

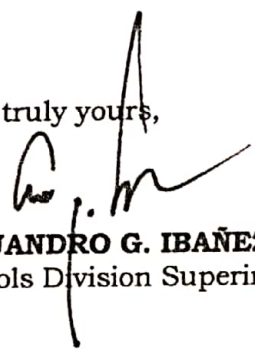
Greetings of Solidarity!

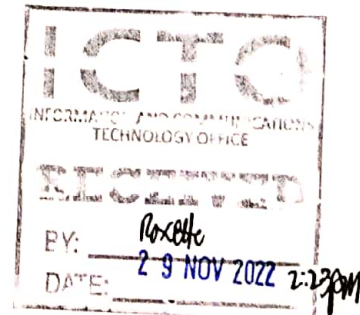
This is to respectfully furnish you a copy of our Division Memorandum dated November 28, 2022 concerning the Hiring of Secondary Teacher I (Batch 2 SY 2022-2023). May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

For other details, you may contact Mr. June Fermin Javier, Administrative Officer V, at junefermin.javier@deped.gov.ph or at (8)355-5032.

Thank you and more power!

Very truly yours,


ALEJANDRO G. IBANEZ
Schools Division Superintendent



Personnel/CJME



📍 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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*Passion... Purpose... Productivity
Angat Pa, NAVOTAS!*



Republic of the Philippines
Department of Education
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Schools Division Office of Navotas City



MEMORANDUM

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

SCREENING/ EVALUATION FOR SECONDARY TEACHER I (BATCH 2)
SY 2022-2023

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for Public Secondary School Teachers Batch 2 SY 2022-2023
2. 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. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex A: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.

Position/Level	Education	Training	Experience	Eligibility
Teacher I (Junior High School)	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate major;	None required;	None required;	RA 1080 (Teacher)
Subject area/s: <ul style="list-style-type: none">• Science• MAPEH• TLE (Technology and Livelihood Education)• ESP (Edukasyon sa Pagpapakatao)• English				

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



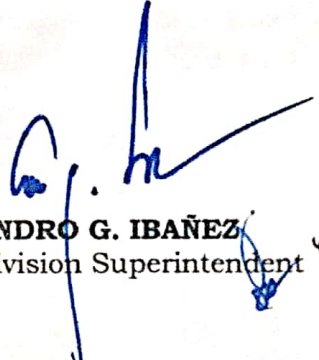
Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
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4. All interested applicants shall submit the following documentary requirements (see **Annex A: List of Documentary Requirements**) with tags/markers through the Records Section on or before December 19, 2022, Monday, until 5:00 PM 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 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. 7 & 22 s. 2015 (Hiring Guidelines for Teacher I 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 B: List of References**).
5. The schedule of activities relative to the screening /evaluation for teaching position and filling out of Google form at <https://bit.ly/Teacher1JHSBatch2> (see **Annex C: Timeline of Activities**), and additional reminders and announcements (see **Annex D**).
6. For queries, please contact Mr. June Fermin Javier, Administrative Officer V at (8)355-50-32 or through email at junefermin.javier@deped.gov.ph
7. Immediate and wide dissemination of this Memorandum is directed.


ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

Annex A

List of Documentary Requirements:

A	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position and subject area being applied for)
B	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
C	Photocopy of Voter's ID or Barangay Certificate/Clearance	For barangay Certificate, it should be updated within the last 6 months
D	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
E	Photocopy of Academic Records: Transcript of Records / Diploma	Photocopy of Certification of General Weighted Average (GWA) duly signed by the University Registrar
		Bachelor's/ Master's or Doctorate degrees Diploma or Transcript of Records
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
F	Photocopy of Authenticated of Eligibility	Board of Rating/ License/ ID
G	Photocopy of certificates of training attended	Presentation of a certificate of at least ten (10) days' training - 5 points or nothing Demonstration of the skill - 5 points or nothing
H	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
I	EPT Certificate (English proficiency Test)	Validity of the EPT is two (2) years (For ex., SY 2020 / 2021 / 2022)
J	Omnibus Sworn Statement	see Annex E duly subscribed & sworn to by an authorized administering officer
K	Checklist of Requirements	see Annex F
L	Waiver pursuant to the Background Investigation	see Annex G

ANNEX B**List of reference:**

As per DepEd Order No. 7 & 22 s. 2015 (Hiring Guidelines for Teacher I Positions):

CRITERIA		POINTS
1	Education *	20
2	Teaching Experience **	15
3	LET / PBET Rating ***	15
4	Specialized Training and Skills ****	10
5	Interview *****	10
6	Demo-teaching	15
7	Communication Skills	15
TOTAL		100

*** Education**

- Applicants with a Master's Degree (MA or MS) shall be given +1 point, while applicants with a Master's Degree and with a Doctorate (PhD) shall be given +2 points.

**** Teaching Experience**

- 1.50 points for every school year but shall not exceed twelve (12) points. For every month of service, 0.15 point shall be given.
- Teaching experience of kindergarten volunteer teachers (KVT) and LGU-funded teachers shall merit additional points on top of the score they obtain from the above points system, as follows: Less than 2 years' experience - + 1 point 2 to less than 5 years' experience - +2 points 5 or more years' experience - +3 points

***** LET**

- Equivalent points of applicants rating in the LET/PBET shall be follows to the provided points as per DepEd Order No. 7 & 22 s. 2015

****** Specialized Training and Skills**

- In the assignment of points, the following should be met: Presentation of a certificate of at least ten (10) days' training - 5 points or nothing Demonstration of the skill - 5 points or nothing

******* Interview**

- The Division Selection Committee shall interview applicants based on the schedule which will release in the following days

******* Demo-teaching**

- Applicants shall be evaluated according to the rubrics as per DepEd Order No. 7 & 22 s. 2015

******* Communication Skills**

- Will be measured through EPT administered by BEA and shall be multiplied by the weight of fifteen (15) points

ANNEX C

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
November 28-December 13, 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/ https://www.facebook.com/navotenoako	HRMPSB Secretariats, ITO
November 28-December 13, 2022	Filling out of Google form at https://bit.ly/Teacher1JHSBatch2 for the virtual orientation for interested applicants and for the creation of messenger group chat for dissemination of announcements	HRMPSB Secretariats, Interested applicants
December 14, 2022	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 & google form)	Interested applicants, HRMPSB Secretariats
December 19, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph 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
December 20-23, 2022	Assessment & Evaluation of pertinent documents, Demo- Teaching, & Interview	Division Selection Committee, HRMPSB Secretariats, Records Officer

ANNEX D

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 C** may be conducted virtually via google meet 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 E**).
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 shall not be given scores for the interview.
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 G**).

ANNEX E

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 I (JHS) applicant to the Department of Education, Division of Navotas City for CY 2022.

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 _____

ANNEX F**CHECKLIST OF REQUIREMENTS**

Name of Applicant: _____
 Position Applied For: _____
 Highest Educational Attainment: _____
 Contact Number: _____
 Email Address: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Status of submission	Initial Screening	Release/ Return
		(To be filled-out by the applicant)	(To be filled-out by the Records)	by the HRMO	(To be filled-out by the Records)
1	Letter of Intent addressed to the Schools Division Superintendent				
2	Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017)				
3	Photocopy of Certificate of Eligibility/ Rating/ License/ ID				
4	Photocopy of updated Service Record/ Certificate of Employment/ Contract of Service, whichever is/ are available				
5	Photocopy of Certificates of Training, if applicable				
6	Photocopy of Academic record, e.g. TOR, including graduate/ post-graduate, if applicable				
7	Photocopy of GWA & EPT Certificate				
8	Notarized Omnibus Sworn Statement				
9	Annex G (Background Investigation)				
10	Others: Please specify				
NAME & SIGNATURE OF THE PERSON IN CHARGE:					
DATE:					

This is to certify that all information above is true and correct; and that the documents submitted are authentic. This is also to authorize the Schools Division Office of Navotas to use my personal information for purposes of recruitment, selection and hiring.

Name & Signature of Applicant

Date Submitted _____

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