



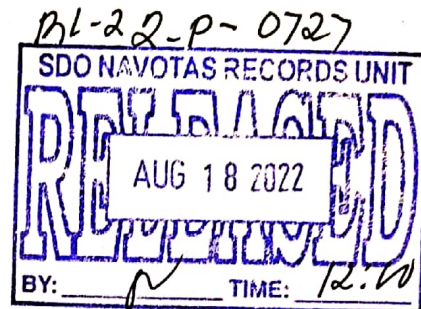
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

Office of the Schools Division
Superintendent

18 August 2022

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: Information and Communications Technology Office

S I R:

Greetings of Solidarity!

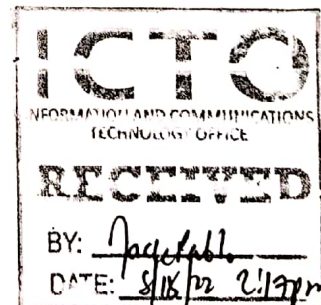
This is to respectfully furnish you a copy of our Division Memorandum dated August 17, 2022 concerning the Hiring of Teacher I, II, and III (Senior High School). May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

For other details, you may contact 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
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>

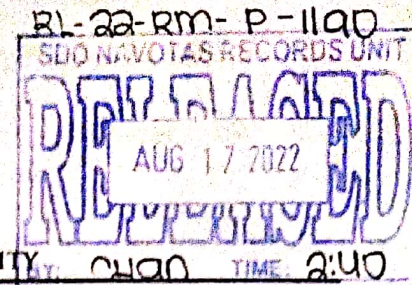


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Passion...Purpose...Productivity
Angat Pa, NAVOTAS!



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY



Office of the Schools Division
Superintendent

MEMORANDUM

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

FROM:  **ALEJANDRO C. IBAÑEZ**
Schools Division Superintendent

SUBJECT: **HIRING OF TEACHING POSITIONS for SY 2022-2023 BATCH 2**
(Senior High School)

Date: 17 August 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 **Batch 2** in Senior High School Level.
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 upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.
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 September 12, 2022, Monday**, and all **hard copies** of



1. Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
Navotas City
2. (02) 83555032, (02) 83327985
3. navotas.city@deped.gov.ph 4. <https://depednavotas.ph>



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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. 3, 27 & 32, s. 2016 & DepEd Order No. 51 s. 2017 (for Senior H.S. Level) 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 C: List of References**).

5. The schedule of activities relative to the screening /evaluation for non-teaching position and filling out of Google form at <https://bit.ly/Teacher1SHSSy2022-2023> (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
6. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at elenor.robles@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

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Annex A

The Qualification Standards (QS) for Teacher II & III positions:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
Teacher I (Senior High School)	ACAD. TRACK & CORE SUBJECTS: Bachelor's degree majoring in the relevant strand/ subject, or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	ACAD. TRACK & CORE SUBJECTS: None required	ACAD. TRACK & CORE SUBJECTS: None required	RA 1080 (Teacher)
	TVL TRACK: Bachelor's degree or completion of technical-vocational course(s) in the area of specialization	TVL TRACK: At least NC* II *Appropriate to the specialization	TVL TRACK: None required	
Teacher II (Senior High School)	ACAD. TRACK & CORE SUBJECTS: Bachelor's degree majoring in the relevant strand/ subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/ subject;	ACAD. TRACK & CORE SUBJECTS: None required	ACAD. TRACK & CORE SUBJECTS: None required	RA 1080 (Teacher)
	TVL TRACK: Bachelor's degree or completion of technical-vocational course(s) in the area of specialization	TVL TRACK: At least NC* II + TMC** I *Appropriate to the specialization	TVL TRACK: Six (6) months of relevant teaching or industry work experience	
Teacher III (Senior High School)	ACAD. TRACK & CORE SUBJECTS: Bachelor's degree majoring in the relevant strand/ subject, or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject;	ACAD. TRACK & CORE SUBJECTS: Four (4) of training relevant to the subject area specialization	ACAD. TRACK & CORE SUBJECTS: One (1) year of relevant teaching or industry work experience	RA 1080 (Teacher)
	TVL TRACK: Bachelor's degree or completion of technical-vocational course(s) in the area of specialization	TVL TRACK: At least NC* II + IMC** I *Appropriate to the specialization	TVL TRACK: One (1) year of relevant teaching or industry work experience	

Annex B

List of Documentary Requirements:

a	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position 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	Updated Service Record	Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
d	Photocopy of Academic Records/ Transcript of Records	Photocopy of Certification of General Weighted Average (GWA) issued by University Registrar 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
e	Photocopy of Certificate of Eligibility	Board of Rating/ License/ iD
f	Photocopy of Voter's ID	Photocopy Barangay Certificate
g	Photocopy of certificates of training attended	that are relevant to the position being applied for as Teacher
h	Photocopy of certificates of specialized training attended	Photocopy of Certificates of specialized trainings. *National Certificate (NC) or Trainers Methodology Certificate (TMC) for TVL applicants
i	Photocopy of certificates of Portfolio/ Outstanding Achievements	Published work Recognized Innovations & Accomplishments in Research & Development Prizes, Awards, Recognitions, Letters of Commendation for: Theses, Exemplary performance Work and/ or academic projects
j	Omnibus Sworn Statement	see Annex F
k	Checklist of Requirements	see Annex G
l	Waiver pursuant to the Background investigation	see Annex H

ANNEX C

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

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
TOTAL	100	100

* 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 13th month of employment

*** assignment of 1 point shall be given for every training of at least 2 days; holders of TMC I shall receive +3 on top of the score obtained while TMC II shall receive +4 points;

**** 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 D

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
August 17 to September 02, 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	ITO, HRMPSB Secretariats
August 17 to September 02, 2022	Filling out of Google form at https://bit.ly/Teacher1SHSSy2022-2023 for the virtual orientation for interested applicants	Interested applicants
September 05, 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, and HRMPSB Secretariats
September 12, 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	Interested applicants, HRMPSB Secretariats

ANNEX E

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 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 (see **Annex F**). Any false and fraudulent document submitted shall be grounds for disqualification.
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 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 No. 3, s. 2016.
5. The interview process, demonstration teaching and English Proficiency Test (EPT) criteria and schedule will be explained during the virtual orientation.
6. It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.
7. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations and skills tests. Moreover, Background Investigation (BI) may be conducted by the HRMO (see **Annex H**).

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ANNEX F

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 Teaching positions 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 _____

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ANNEX G

CHECKLIST OF REQUIREMENTS:

Name of Applicant: _____

Position Applied For: _____

Course: _____

Contact Number: _____

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 Duty 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 Voter's ID, Barangay Certificate				
8 Omnibus Sworn Statement				
9 Photocopy of G.W.A. & Certificate of E.P.T				
10 Others (please specify)				
NAME & SIGNATURE OF THE PERSON IN CHARGE:				
DATE:				

This is to certify that all information above are 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: _____

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

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