

Department of Education

REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-01-04-2024/MBL

TO

Public Schools District Supervisors, District Sub-Selection Committee, Administrative Officers and Teaching Personnel of the following districts:

- Caramoran North District
 San Andres West District
- Virac North District
 Panganiban District
- 5. Caramoran South District

6. Viga East District

FROM

Socorro V. Dela Rosa, ceso V Schools Division Superintendent

SUBJECT :

ANNOUNCEMENT OF VACANCIES FOR TEACHER II &

TEACHER III POSITIONS (ELEMENTARY)

DATE

3.

January 4, 2024

 This is to announce the vacancies for Teacher II and Teacher III positions for elementary. All interested qualified applicants are advised to submit their pertinent documents for assessment in accordance with the criteria as provided in DepED Order No. 66 s. 2007 and Customized Recruitment, Selection and Placement Policy:

Position Title	Salary Grade	Monthly Salary	Place of Assignment	
Teacher III 13		Php31,320.00	Virac North Panganiban Caramoran South Viga East	
Teacher II 12		Php29,165.00	Caramoran North San Andres West Virac North	

- 2. Application documents (with tabbing and name of document, following the arrangement of the requirements as listed in Enclosure 7.2) must be submitted to the District Selection Sub Committee not later than **January 15, 2024**.
- 4. Applicants who failed to submit complete mandatory documents (Enclosure 7.3 a to j) on the set deadline shall not be included in the pool of official applicants.







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- 5. No additional documents shall be accepted after the deadline.
- 6. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 7.3 j), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
- 7. To facilitate the selection process, the following schedule shall be observed:

Date	Activities	In-Charge
January 4, 2024 - January 15, 2024	 Submission of application documents Assignment of application code 	District Selection Sub-
January 16-18, 2024	Initial Evaluation & Comparative Assessment of Applicants	Committee
January 19, 2024	Submission of the following at the SDO-HRMO (soft and hard copies) 1) Application Documents 2) Initial Evaluation Result (IER) 3) Comparative Assessment Result (CAR) 4) Other documents/forms used during the assessment (You may download the forms at https://bit.ly/IERCAR) Submit the softcopy of Comparative Assessment Result (CAR) and Initial Evaluation Result (IER) in this link https://bit.ly/IERCARElem	

- 8. Enclosed to this Memorandum are the following:
 - 7.1 Position Profile
 - 7.2 List of documents to be submitted
 - 7.3 Checklist of Requirements (Annex C)
- 9. For information, guidance and strict compliance.

MBL/Announcement of Vacancy......

DD // January 4, 2024







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Department of Education

REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 7.1

POSITION PROFILE

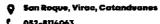
Position: Teacher II		Salary Grade: 12		
Monthly Salary: Php 29,165.00		Place of Assignment/s: Caramoran North San Andres West Virac North		
Item No.		No. of Vacancy/ies: Three (3)		
OSEC-DECSB-TCH2-399560-1998		*		
OSEC-DECSB-TCH	2-390012-2003			
OSEC-DECSB-TCH2-396204-1998				
QUALIFICATION S	TANDARDS			
The sealest	Bachelor of Elementary Education (BEEd) or Bachelor's			
Education	degree plus 18 p	degree plus 18 professional units in education		
Experience		1 year relevant experience		
Training	None Required	None Required		
Eligibility	RA1080 (Teacher)			
JOB DESCRIPTION	,			

- Teaches or more grades/levels using appropriate and innovative teaching strategies
- Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
- Monitors and evaluates pupils/students' progress
- Undertakes activities to improve performance indicators
- Maintains updated pupils/students progress regularly
- Supervises curricular and co-curricular projects and activities
- Maintains updated pupil/student school records
- Counsels and guides pupils/students
- Supports activities of governmental and non-governmental organizations
- Conducts Action Plan
- Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
- Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
- Does related work











Department of Education

REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

POSITION PROFILE

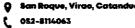
Position: Teacher III		Salary Grade: 13		
Monthly Salary: Php 31,320.00		Place of Assignment/s: Virac North Panganiban Caramoran South Viga East		
Item No. OSEC-DECSB-TCH3-390039-2001 OSEC-DECSB-TCH3-390494-2013		No. of Vacancy/ies: Four (4)		
OSEC-DECSB-TCH OSEC-DECSB-TCH	3-391549-2021 3-396973-1998			
QUALIFICATION S	TANDARDS			
Education		Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education		
Experience	2 years relevant e	2 years relevant experience		
Training	None Required	· · · · · · · · · · · · · · · · · · ·		
Eligibility	RA1080 (Teacher	RA1080 (Teacher)		
JOB DESCRIPTION	7			

- Teaches or more grades/levels using appropriate and innovative teaching strategies
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Department of Education REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 7.3

American At an	oquirements		
omition Applied For: fflor: oligion: chigion: thrickty: N/A rran with Disability: Yes () Ne ()	Application Code: _		
ole Parent: Yes) He ()			-744 Voltage
	Status of Subasission (In to plantout by the systems (Chat & realmost)	Verification (In he filted and by the HEATH HE Office/one comments of	
Sano Documentary Requirement		" Statue of Submission (Deal of supplied	Remarks
Letter of intent addressed to the Head of Office, or to the			
b. Duly accessifished Personal Data Sheet (PDS) [CS Form No. 212, Revised 2017) and Work Experience Sheet, [6] applicable			
Phetocopy of valid and updated PRC License/1D, if applicable			
Photocopy of Cortificate of Eligibility/Report of Racing, if applicable			·
Photocopy of achelantic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and past-graduate units/degrees, if graduate			
Photocopy of Certificate of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or			
duly staned Service Record, whichever is/ere applicable Photocopy of latest appointment, if applicable			
Printectypy of the Performance Making/s in the fast rating periodici overlay one (1) year performance print in the assessment, if applicable phote: 3 years performance enting for promotion to Teacher II used Teacher 36			
Checking of Requirements and Omnibus Swern Statement on the Certification on the Authenticity and Verseity (CAV) of the decuments submitted and Data Privacy Consent Form			
Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accompilabuseus, Application of Education, and Application of Learning and Development reclaimed from the date of last issuance of appointment.			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item () is not relevant to the position to be filled			
Attestod:			
Human Resource Management Officer			
OMMENS SWORM	etatement		
CHRYSPACATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and carrect, a submitted herewith are original and/or certified true copies then	nd of my personal iz	nowledge and belief,	and the documents
DATA PRIVACT COMMENT I hereby great the Department of Education the right to collect a purposes relevant to the recruitment, selection, and placement of with the laws, rules, and regulations being implemented by the C	f personnel of the Do	spartment and for po	tated above, for erposes of compliance
		Name and Sign	nature of Applicant
Subscribed and sworn to before me this day of	, year		
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