



January 9, 2019

C-0248  
1/9/19  
S: RSM

**DIVISION MEMORANDUM**  
NO. 007, s. 2019

**HIRING OF SENIOR HIGH SCHOOL (SHS) TEACHER II POSITIONS  
SCHOOL YEAR 2019-2020**

TO: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior High School (SHS) School Heads

1. In reference to DepEd Order No. 3, s. 2016 on Hiring Guidelines for Senior High School (SHS), this Office announces the processing of applications for the positions of Senior High School (SHS) Teacher II with the following Qualification Standards:

**Academic Track and Core Subject:**

- Senior High School Teacher II (SG-12)
  - Education: Bachelor's degree with a major relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject.
  - Eligibility: Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
  - Experience: None required
  - Training: None required

**Technical – Vocational Livelihood (TVL) Track:**

- Senior High School Teacher II (SG-12)
  - Education: Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization.
  - Eligibility: Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
  - Experience: None required
  - Training: At least National Certificate (NC) + Trainer's Methodology Certificate I (*Appropriate to the specialization*)



### Arts and Design:

- Senior High School Teacher II (SG-12)
  - Education: Bachelor's degree with major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track.
  - Eligibility: Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
  - Experience: 1 year relevant teaching/industry work experience
  - Training: 4 hours of training relevant to the courses in the Strand.

### Sports Track:

- Senior High School Teacher II (SG-12)
  - Education: Bachelor's degree with major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track.
  - Eligibility: Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
  - Experience: 1 year relevant teaching/industry work experience
  - Training: 4 hours of training relevant to the courses in the Strand.

2. All Senior High School (SHS) Heads shall utilize and submit the Sub-Committee Evaluation Sheet for SHS Teacher Applicants.

3. All qualified applicants are advised to apply directly to the school.

4. Please be informed that the following documents should be submitted to the Records Office, Division Office, Trece Martires City, Cavite, c/o Ms. Marinell A. Peñalba, on or before March 15, 2019.

- One (1) hard copy of Consolidated RQA (by school)
- Scanned copy of Applicants Documents and Individual Evaluation sheet saved in CD
- Excel file of Consolidated Ranking saved in CD

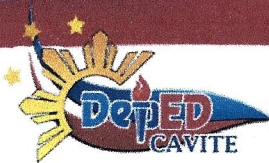
5. Schedule of English Proficiency Test (EPT) and Behavioral Event Interview (BEI) shall be announced in separate issuance.

6. Those who were in the RQA last SY 2018-2019 may not apply, thus, may send letter requesting that their previous score will be used, otherwise, they want to update their scores and want to undergo same process.

7. All School Screening Committee Chairperson and members are instructed to ensure fairness and transparency through the conduct of open ranking procedure with utmost professionalism.







Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

8. In addition to, Administrative Assistants/Administrative Officers shall consolidate the submitted ranking of schools and respective DHRMO shall review and validate the completeness of the documents in order to facilitate smooth work procedure before submission to Division Office.
9. Please be informed that there will be no appointment or hiring of new employees from March 29, 2019 to May 12, 2019.
10. Immediate and widest dissemination of this Memorandum is highly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent



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