

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



C-101 RD  
9/13/19  
11:24 AM

Certificate Number: AJA17-0083

September 13, 2019

## DIVISION MEMORANDUM

NO. 352, s. 2019

### CALL FOR APPLICATION FOR THE POSITION OF SENIOR HIGH SCHOOL TEACHER II (BATCH 2)

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
Chief, Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
HRMPSB – Chairman and Members  
Senior High School Heads  
All Other Concerned

1. This office announces the opening of application for the position of Senior High School Teacher II with the following Qualification Standards:

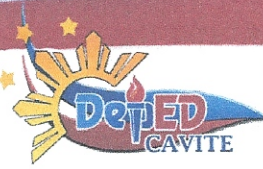
➤ **Teacher II (SG-12)**

- **Education:** **For Academics track** – Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject  
**For TVL track** – Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization  
**For Sports and Arts and Design track** – Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track
- **Training:** **For Academics track** – None required  
**For TVL track** – \*At least NC II + TMC I (\*Appropriate to the specialization)  
**For Sports and Arts and Design track** – 4 hours of training relevant to the courses in the Track
- **Experience:** **For Academics track** – None required  
**For TVL track** – 6 months of relevant teaching or 6 months of industry work experience  
**For Sports and Arts and Design track** – 1 year relevant teaching/industry work experience
- **Eligibility:** PBET/LET/RA 1080 (Teacher)

**Job Summary:**

- Responsible for the effective implementation of the curriculum inside the classroom;
- Monitors and assesses academic performance, attendance and behavior of learners in his/her classes;
- May be tasked to participate in the implementation of career guidance and advocacy activities, as well as other Learner Support services; and





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- Reports to the SHS Subject Group Head and Assistant Principal for Academics and/or Principal/School Head.

2. All Senior High School (SHS) Teacher I employee who are currently teaching in this Division are **encouraged** to apply to Senior High School Teacher II position.

3. DepEd Order No. 66, s. 2007 "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching positions*" will be used in evaluation and assessment for SHS Teacher I employee who will apply to the vacant position for promotion and DepEd Order No. 3, 2016 "*Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year 2016-2017*" will be used in evaluation and assessment for new teacher applicants. However, all qualified applicants using DepEd Order No. 66, s. 2007 shall be hired first following the new qualified teacher applicants included in DepEd Order No. 3, s. 2016.

#### 4. For Interested Senior High School Teacher I employee:

4.1 Interested Senior High School Teacher I employee should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

- E-folder - A. Letter of Intent addressed to the Schools Division Superintendent
- E-folder - B. Personal Data Sheet with picture
- E-folder - C. Performance Rating – 3 consecutive years (if any)
- E-folder - D. Experience – Service Record or Certificate of Employment
- E-folder - E. Outstanding Accomplishments (if any)
  - 1. Awards    2. Innovations    3. Research    4. Publication
  - 5. Consultant/Resource Speakers in trainings/seminars

*For Innovations, Researches and Publications, scanned copy of front page of works/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study/works/projects, memorandum, travel order, certificate and any other pertinent documents should be presented during the open ranking.*

- E-folder - F. Education and Trainings
  - 1. Latest Transcript of Records
  - 2. Certificates of Trainings attended
- E-folder - G. Certificate of Eligibility

4.2 CD cover should be labelled with **applicant's name, position desired and contact number**. Likewise, all applicants should bring the hard copy documents during **open ranking** for validation. Furthermore, all applicants shall undergo Behavioral Interview (BI). Schedule for the said activity will be announce during the open ranking procedure.

4.3 Submit on or before **October 4, 2019 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

#### 5. For New Teacher Applicants:

5.1 All new Senior High School teacher applicants are advised to apply directly to the school with vacant position. The following schools are as follows:





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- (2) Amaya School of Home Industries
- (1) Munting Ilog National High School
- (1) Pulo Ni Sara National High School
- (2) Cavite National Science High School
- (1) Lumil National High School
- (2) Trece Martires City Senior High School
- (4) General Mariano Alvarez Technical High School
- (3) Tagaytay City Science National High School
- (1) Tanza National Comprehensive High School
- (1) Carmona Senior High School
- (1) Tagaytay City National High School
- (1) Emiliano Tria Tirona Memorial National High School
- (1) Tanza National Trade School
- (1) Bendita National High School

5.2 The following documents should be submitted to the Schools Division Office – Human Resource Unit on or before **October 11, 2019**.

- One (1) signed copy of Registry of Qualified Applicants (RQA) using DepEd Order No. 3, s. 2016 (by Track)
- Scanned copy of applicants documents and individual evaluation sheet
- Excel file of RQA saved in compact disc (CD)

5.3 Those who were not included in the RQA in Batch 1 may update their scores to the respective schools they applied in. Schools shall include all Batch 1 applicants without English Proficiency Test (EPT) and Interview in the RQA for Batch 2 applicants.

5.4 All School Screening Committee Chairpersons and Members are instructed to ensure fairness and transparency through the conduct of open ranking procedure with utmost professionalism. They are also reminded that the conduct of open ranking and demonstration teaching for teachers currently connected in private schools shall be conducted during **Saturdays** in order to avoid conflict of interest of their duties and responsibilities as private school teacher.

5.5 In addition to, all Senior High Schools shall observe utilization of prescribed forms. Respective District Human Resource Management Officers (DHRMOs) shall review and validate the completeness of the documents and accuracy of the data using the prescribed checklist in order to facilitate smooth work flow procedure before submission to Division Office.

5.6 Schedule of English Proficiency Test (EPT) and Behavioral Event Interview (BEI) will be announced in separate issuances.

6. For dissemination, guidance and compliance.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent