



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

OCTOBER 2, 2020

DIVISION MEMORANDUM
NO. 293, s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
HRMPSB – Chairman and Members
All Concerned

**CALL FOR APPLICATION FOR THE POSITION OF
SENIOR HIGH SCHOOL TEACHER II**

1. In view of transparent governance, this Office announces the opening of application for the position of Senior High School Teacher II with the following Qualification Standards:

a. (6) 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



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“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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**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
- 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 holds permanent position and currently teaching in this Division are **encouraged** to apply to Senior High School Teacher II position.

3. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007 and Regional Memorandum No. 434, s. 2017:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with latest passport size 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 programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and 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



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4. 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 and interview for validation.
5. Submit on or before **October 16, 2020 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
6. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.
7. Posting and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM 293 s. 2020
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