



Republic of the Philippines
Department of Education
 REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

FEBRUARY 22, 2021

DIVISION MEMORANDUM
 NO. **063**, s. 2021

To: OIC, Assistant Schools Division Superintendents
 Chief, Curriculum 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 SPECIAL
 EDUCATION TEACHER I**

1. In view of transparent governance, this Office announces the opening of application for the position of Special Education Teacher I with the following Qualification Standards:

- **(1) Special Education Teacher I (SG-14)**
 - **Education:** Bachelor's Degree in Education with specialization in Special Education
 - **Training:** None required
 - **Experience:** None required
 - **Eligibility:** PBET/RA 1080 (LET)

Place of Assignment: Carmona Elementary School





Job Summary:

- To provide one on one class with engaging activities designed for each pupil with special needs and help them involve in school activities and programs and provide them individualized educational plan.

2. All qualified existing teachers who holds permanent position and currently teaching special education in this Division are **encouraged** to apply to Special Education Teacher I position.

3. Interested applicants should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 66, s. 2007 and Regional Memorandum No. 434, s. 2017:



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph



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- A. Original Copy of Letter of Intent to Apply addressed to the Schools Division Superintendent
- B. Original Copy of Personal Data Sheet with latest passport size picture
- C. Photocopy of Performance Rating – 3 consecutive years (if any)
- D. Experience – Photocopy of Service Record or Certificate of Employment
- E. Photocopy of Outstanding Accomplishments (if any)
 1. Awards
 - a. Certificate of Recognition
 - b. Copy of memorandum/issuances/invitation/program that the award has undergone to selection committee and selection criteria
 2. Innovations
 - a. Approved Project Proposal
 - b. Copy of innovative projects, instructional materials, program, software, or manual
 - c. Summary of the Results of its effectiveness/Cost-Benefit Analysis
 - d. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented, or adopted
 3. Research and Development Projects
 - a. Copy of Research
 - b. Research Output
 - c. Research Report
 4. Publication and Authorship
 - a. Copy of Research Journal, Article, Book, or Magazine
 5. Consultancy/Resource Speakership
 - a. Certificate of Recognition/Appreciation or Certificate of Completion if consultancy
 - b. For Resource Speakership: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum; For Consultancy: Certification from department, agency or private institution certifying the service(s) as consultant/professional expert.

For Innovations, Research, and Publications, photocopy of front page of programs/projects, research paper, article or book will be honored. However, approved copy of the programs/projects, research, article, book, memorandum, travel order, certificate and other relevant documents stated above should be presented during the open ranking.

- F. Education and Trainings
 1. Photocopy of Latest Transcript of Records
 2. Photocopy of Certificates of Trainings attended
 - G. Photocopy of Certificate of Eligibility or PRC License
-



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4. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under outstanding accomplishments submitted by teaching, teaching-related, non-teaching, and school head applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.
5. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. **Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.**
6. Submit on or before **March 5, 2021 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
7. 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.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM no. 63, s.2021
022321-113/02/22/2021



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