



052521-150

Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

MAY 24, 2021

DIVISION MEMORANDUM

NO. 163, 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
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:

➤ **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-Edukasyon 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/RA 1080 (LET)

Number of Vacant Positions: **39**

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



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- 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, Researches 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

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.**



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6. Submit on or before **June 11, 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 C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/ DM 163 s. 2021
052521-150/ 05/24/2021



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