



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

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**AUGUST 3, 2021**

DIVISION MEMORANDUM  
NO. **260**, 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  
**For Sports and Arts and Design track** – 1 year relevant teaching/industry work experience
- **Eligibility:** PBET/RA 1080 (LET)



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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Number of Vacant Positions: **30**

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 employees 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
    - 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



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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.

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.**





6. Submit on or before **August 20, 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 No. 260 s. 2021  
080421-010/08/03/2021



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