



BU-22548
7/7/23

Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JULY 7, 2023

DIVISION MEMORANDUM
NO. 279, s. 2023

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

To: 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





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 basic Qualification Standards:

➤ **Teacher II (SG-12)**

Qualification Standards:

- **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



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"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"



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- **Eligibility:** PBET/RA 1080 (LET)

Number of Vacant Positions: 140

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. Based on DepEd System of Ranking Positions (SRP) per Memorandum DM-OUHROD-2022-0086, Teacher II position in the Senior High School **shall not be considered entry position** and it **shall be treated as a promotional item**.

4. Interested and qualified applicants shall fill-up the **Online Recruitment Form** thru this link: <https://tinyurl.com/OnlineRecruitmentForm> and print the email thread of their responses before submitting the **hard copy of documents** to the Division Office – Records Unit following the arrangement of documents specified in DepEd Order No. 3, s. 2016:

- 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 PRC License
- D. Photocopy of Latest Performance Rating
- E. Education – Certified photocopy of Latest Transcript of Records
- F. Experience – Certified photocopy of Service Record or Certificate of Employment
 1. For previous HEI/TVI faculty, certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
- G. Trainings – Certified photocopy of Certificates of Relevant Trainings attended
 1. For TVL applicants, certified photocopy of National Certificate (NC) and Trainers Methodology (TM)
 2. For Arts and Design and Sports applicants, certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild



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H. Portfolio / Outstanding Accomplishments (if any)

1. Published Work at least in Subnational Level
2. Recognized Innovations and Accomplishments in Research and Development at least in Subnational Level
3. Prizes, Awards, Recognitions, Letters of Commendation received at least in Subnational Level of any of the followings:
 - Theses or major academic papers;
 - Exemplary Performance; or
 - Work and/or academic projects

I. Copy of valid English Proficiency Test (EPT) Results

5. In the absence of a valid English Proficiency Test (EPT) Results, the score in English Communication Skills shall be zero (0).

6. 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.





7. Submit on or before **July 24, 2023 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

8. 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.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent 

RCD/DM 279 s. 2023
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