



Office of the Schools Division Superintendent

03 AUGUST 2020

Division MEMORANDUM
No. 275, s. 2020

SUBMISSION AND ACCEPTANCE OF APPLICATION TO VACANT POSITIONS

To: HRMPSB Members and Staff
All Interested Applicants
This Division

1. The field is hereby informed of the opening of the acceptance of folders of applicants for vacant positions at the Division Office. The folders will be received by the Division Records Officer, Ms. Julita Mangata and to be turned - over to the HRMO thru the HRMPSB support staff for initial evaluation.
2. The vacant positions are stated below:

Position	SG	Number of Vacancies
EDUCATION PROGRAM SUPERVISOR	22	1
SENIOR EDUCATION PROGRAM SPECIALIST	19	1
MASTER TEACHER II (Elementary)	19	1

3. In relation to this, the following timeline of activities shall be followed.

Activities	Date/s	Responsible Person/s & or Venue
Acceptance of Folders	August 3-14, 2020	Records and HRMPSB Support Staffs
Initial Evaluation	August 17-18, 2020	HRMPSB Support Staffs
Interview and Written/Practical Test of Applicants	EPS - August 19, 2020 SEPS - August 20, 2020 MT- August 21, 2020	HRMPSB and Support Staffs
Assessment and Deliberation	August 24, 2020	HRMPSB and HRMPSB secretariat
Submission of Comparative Assessment to Approving Authority	August 25, 2020	HRMPSB Secretariat





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Appointment of Candidates	August 26, 2020	Schools Division Superintendent
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4. In selecting the most qualified applicants and candidates for appointment, the preferred qualifications must be met, to wit:

Education Program Supervisor

Education	Master's Degree in Education or other relevant master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as HT or 2 years as MT
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)/LET

Senior Education Program Specialist
(Human Resource Training & Development)

Education	Bachelor's Degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the Job.
Experience	2 years' experience in education research, development, implementation, or other relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)/LET/ CS Prof./ Appropriate eligibility for second level position

Master Teacher II (Elementary)

Education	Bachelor's Degree in Elementary Education; or bachelor's degree w/ 18 professional education units; and 18 units for a master's degree in Education of Equivalent
Experience	1 year as Master Teacher I or 4 years as Teacher III
Training	4 hours of relevant training
Eligibility	PBET/RA1080 (Teacher)

5. The following documents contained in a long, white folder shall be submitted by the applicant.

SEPS and EPS Positions

- ✚ Letter of Intent
- ✚ Duly Accomplished Form 212 (Personal Data Sheet).
- ✚ Updated and comprehensive Service Record.





- ✚ Copy of Transcript of Records (TOR), Special Order & CAV (duly certified as true copy from the original by the Record's Officer).
- ✚ IPCR of Performance Rating for the last three (3) rating periods (at least VS).
- ✚ Photocopy of Updated PRC License (certified true copy from PRC)/CSC.
- ✚ List of Teachers under supervision (if MT/HT applicant duly signed by the district supervisor & copy of Plantilla of the school).
- ✚ Outstanding Accomplishments (Meritorious Accomplishments) if available
- ✚ Psychosocial Attributes and Potential

Mater Teacher Position

- ✚ Duly Accomplished Form 212 (Personal Data Sheet).
- ✚ Updated and comprehensive Service Record.
- ✚ Copy of Transcript of Records (TOR), Special Order & CAV (duly certified as true copy from the original by the Record's Officer).
- ✚ IPCR for the last three (3) rating periods (at least VS).
- ✚ Photocopy of Updated PRC License (certified true copy from PRC).
- ✚ List of Teachers under supervision/to be supervised of a secondary MT applicant duly signed by the school head & copy of Plantilla of the school.
- ✚ Leadership Potentials & Other Accomplishments:
 - a. Innovations/ Effective Teaching Techniques or Strategies
 - i. Paper/write-up recommended for approval by SH and PSDS and approved by the SDS;
 - ii. Approved proposal with completion report.
 - iii. School/District/Division Memorandum that the innovation has been used in the school/district/division level.
 - iv. Proof/s of utilization, usefulness or effectiveness of the innovation or material introduced.
 - b. Coordinatorship
 - i. Work plan and accomplishment signed by the SH and/or PSDS.
 - ii. Designation Order (with inclusive date of effectivity).
 - iii. Certification of the Outstanding or Very Satisfactory discharge of functions.
 - iv. Other MOVs like: Club By-Laws, School Paper, Attendance Sheets, Minutes of Meetings
 - c. Chairmanship to Special Committees
 - i. Approved Work Plan.
 - ii. Accomplishment Report duly signed by authorities.
 - iii. Designation Order (with inclusive dates).
 - iv. Certification of the Outstanding or VS discharge of function.
 - v. Others: Approved Class Program, Contextualized Curriculum Implementation, Constructed IMs, Attendance Sheets, Minutes of Meetings.
 - d. Educational Research





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- i. Endorsement from the school head and approval from the Division Research and Dev't Committee.
 - ii. Accomplishment Report/ Proof that is has: improve instruction, significantly contributed to community development or teacher welfare.
 - iii. Research following Annex 2 of DO#2, s. 2017 titled Research Mgt. Guidelines format.
 - e. Community Projects
 - i. Action Plan Approved/ Accepted by the Coordinating Agency.
 - ii. Accomplishment Report with necessary documentation concurred by the coordinating agency.
 - f. In-service Activities
 - i. Write-up/ Paper/ Activity/ Training Design approved and endorsed by the SH.
 - ii. Accomplishment report with:
 - a. approved copy of training proposal.
 - b. Memoranda
 - c. Session Guide
 - d. QATAME Results
 - g. Meritorious Achievements
 - h. Authorship
 - i. Articles that are technical and educational in nature.
 - ii. Articles published in regional and division publications of WIDE circulation.
 - iii. Copyrighted Books with ISBN/ISNN.
 - iv. Modules (CIMS/SIMs) approved in the Division Level.
 - ✚ Psychosocial Attributes and Potential
6. After turning-over a folder to the Records/Receiving Officer, the applicants will wait for the notification letter from the HRMO informing if he/she qualifies to proceed for the interview and written exam but shall also bring his/her folder of pertinent papers for perusal to the HRMPSB members.
7. This Division emphasizes and abides by the equal opportunity principle in the selection, comparative assessment and hiring process. This is to underscore that all applicants are treated equally, equitably and fairly, regardless of Sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio economic standing, ethnicity and other attributes.
8. The DepEd Order No. 66, s. 2007 titled *"REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS"* and MEC Order No.10 s. 1979 titled *"THE APROPRIATE GUIDELINES IN THE RANKING OF MASTER TEACHER APPLICANTS"* shall be used in the comparative assessment.





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9. Immediate and widest dissemination of this Memorandum is highly enjoined.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

DepEd Order No. 66, s. 2007

To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT SELECTION AND PLACEMENT
VACANT POSITION

NON-TEACHING
ORA OHRA

JDP/OM-OPENING THE CALL ACCEPTANCE OF FOLDERS

275/August 3, 2020

