



2024-08-19-0633



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

**Office of the Schools Division  
Superintendent**

August 16, 2024

DIVISION MEMORANDUM  
No. **648**, s. 2024

**CALL FOR PERTINENT PAPERS FOR TEACHER II AND TEACHER III  
FOR NATURAL VACANCIES**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/  
District Coordinating Principals  
Elementary and Secondary School Administrators  
HRMPSB Members  
All Interested Qualified Applicants

1. This Office announces the acceptance of application for Teacher II and Teacher III for Elementary and Secondary vacant positions.
2. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro on or before **August 23, 2024**. Below are the minimum qualification standards for Teacher II and Teacher III positions, to wit:

DepED Qualification Standards for Unique Positions		
<b>TEACHER II</b>		
Particulars	Elementary	Secondary
Education	Bachelor of Elementary Education (BEE); or bachelor's degree plus 18 professional units in Education	Bachelor of Secondary Education (BSE); or bachelor's degree plus 18 professional units in Education with appropriate major
Experience	1 year of relevant experience	1 year of relevant experience
Training	None required	None required
Eligibility	RA 1080 (Teacher)	RA 1080 (Teacher)



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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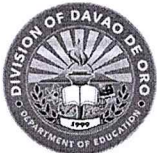
**Office of the Schools Division  
 Superintendent**

<b>TEACHER III</b>		
Particulars	Elementary	Secondary
Education	Bachelor of Elementary Education (BEEd); or bachelor's degree plus 18 professional units in Education	Bachelor of Secondary Education (BSEd); or bachelor's degree plus 18 professional units in Education with appropriate major
Experience	2 years of relevant experience	2 years of relevant experience
Training	None required	None required
Eligibility	RA 1080 (Teacher)	RA 1080 (Teacher)

- Applicants shall be ranked by District for the Elementary and by School for Secondary, where the vacancies exist. The vacancies shall be determined based on the last incumbents/occupants of the positions for the elementary, while for the secondary shall be based on where the Plantilla items are lodged.
- Pending the issuance of a new guidelines, the applicants shall be ranked using DepEd Order No. 66, s. 2007 dated September 17, 2007.
- The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply the vacant positions.
- Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.
- Immediate and wide dissemination of this memorandum is desired.

  
**CRISTY C. EPE, CESO V**  
 Schools Division Superintendent 

*Encl.: As stated*  
*Reference:*  
*FN: Memo for Teacher II & III Natural Vacancies*



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
 Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
 Email Address: davaodeoro@deped.gov.ph  
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**Annex C - HIGHER TEACHING POSITIONS**

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For : \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	VERIFICATION (To be filled-out by the HRMO/HR Office/sub-committees)	
			Status of Submission (Check if complied)	Remarks
a.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form ( <b>Annex C</b> ), <b>notarized by authorized official</b> ; and			
b.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;			
c.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> with <b>Work Experience Sheet</b> and 1 Passport size ID picture;			
d.	Photocopy of valid and updated <b>PRC License/ID</b> (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
e.	Photocopy of Certificate of Eligibility/Report of Rating;			
f.	Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity ( <b>CAV</b> ) Transcript of Records ( <b>TOR</b> ) and Diploma/certification on <b>CAR</b> , including completion of graduate and post-graduate units/degrees, if available;			
g.	Photocopy of Certificate/s of Trainings, if applicable;			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	Photocopy of Approved Performance Ratings for the <b>last three (3) rating periods</b> prior to the assessment (2021-2022; 2022-2023; 2023-2024); and			
k.	Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:  Means of Verification (MOVs) showing: 1) Outstanding Employee Award/s; 2) Approved innovative work plan, 3) Research and development projects; 4) Publication/authorship; 5) Consultation/Resource Speaker in Trainings/Seminars/Workshops/ Symposia; 6) Certificates of relevant trainings attended (must be relevant to the position being applied) 7) Certificates of Recognition/Commendation (if any) not used during the last promotion and acquired in the last five (5) years reckoned from the issuance of this memorandum			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.