



Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS
 SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

JUL 17 2024

DIVISION MEMORANDUM

No. 180, s. 2024

**APPLICATION FOR VACANT TEACHER II AND III POSITIONS
IN THE ELEMENTARY LEVEL**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce to the field the start of the acceptance of applications and of all interested qualified applicants for the vacant Teacher II and III positions until **5 PM of August 2, 2024**.
2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. Below is the table of qualification standards of the said positions:

| Position/SG | Education | Training | Experience | Eligibility |
|-------------------|--|---------------|-----------------------------|--------------------|
| Teacher III/SG 13 | Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units | None Required | 1-year relevant experience | RA 1080 (LET/PBET) |
| Teacher II/SG 12 | Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units | None Required | 2 years relevant experience | RA 1080 (LET/PBET) |

4. Annex A of this Memorandum specifies the number of vacant positions indicating the school where the vacancy exists.
 - a. All interested qualified applicants shall submit to the Division Records Section the following required documents in one (1) set with ear tabs:
 - b. Letter of intent specifying the position and their school of choice addressed to the Schools Division Superintendent;



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
 Telephone Number: 471-2454 | 471-2003
 E-mail: kabankalan.city001@deped.gov.ph



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- c. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
 - d. Photocopy of valid and updated PRC License/ID, if applicable;
 - e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
 - f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - g. Photocopy of Certificate/s of Training, if applicable;
 - h. Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
 - i. Photocopy of latest appointment, if applicable;
 - j. Photocopy of the Performance Ratings in the last three rating periods covering three (3) years performance prior to the deadline of submission, if applicable;
 - k. 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 (Enclosure No. 1) – 2 copies;
 - l. Other documents as may be required for comparative assessment, such as but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
5. Interested qualified applicants must indicate in their application letter the position they are applying for and the school where the vacant position belongs to.
6. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Section.
7. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification.
8. The succeeding activities for this recruitment will be released through a separate Memorandum.
9. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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List of Vacant Teacher II and III Positions in the Elementary Level

| No. | School | Number of Vacant Positions | |
|-----|-----------------------------------|----------------------------|-------------|
| | | Teacher II | Teacher III |
| 1 | Amian Elementary School | | 1 |
| 2 | Balagtingon Elementary School | | 1 |
| 3 | Ballo Elementary School | | 1 |
| 4 | Banman Primary School | | 1 |
| 5 | Baras Diutay Elementary School | | 1 |
| 6 | Bugtong Elementary School | | 1 |
| 7 | Candiacap Elementary School | | 1 |
| 8 | Cara-an Elementary School | | 1 |
| 9 | Carol-an Elementary School | | 1 |
| 10 | Casipsipan Elementary School | 1 | |
| 11 | Colambo Elementary School | 1 | 1 |
| 12 | Dacongogon Elementary School | | 1 |
| 13 | Daan Banua Elementary School | 1 | 2 |
| 14 | Dr. Pablo Torre Elementary School | | 1 |
| 15 | Esteban R. Abada MS - West | | 1 |
| 16 | Hinapunan Integrated School | 1 | |
| 17 | Ilan Elementary School | | 1 |
| 18 | Inapoy Elementary School | | 1 |
| 19 | Jose G. Peralta Memorial School | 1 | |
| 20 | Kabanyohan Elementary School | | 1 |
| 21 | Locotan Elementary School | | 1 |
| 22 | Lorenzo Zayco Elementary School | 1 | |
| 23 | Lowag Elementary School | | 1 |
| 24 | Magtongtong Elementary School | | 1 |
| 25 | Mamig Elementary School | | 1 |
| 26 | Mansumbil Elementary School | | 1 |
| 27 | Matama Elementary School | 1 | |
| 28 | Nursery Elementary School | | 1 |
| 29 | Pangyasan Primary School | | 1 |
| 30 | Piliopilohan Elementary School | | 2 |
| 31 | Pres. Osmeña Elementary School | | 1 |
| 32 | Salong Elementary School | | 2 |
| 33 | SONEDCO Elementary School | 1 | |
| 34 | Tabugon Elementary School | | 2 |
| 35 | Yanog Elementary School | | 1 |
| | Total Vacant Positions | 8 | 33 |

CHECKLIST OF DOCUMENTS

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

Application Code: _____

| | Basic Documentary Requirement | Status of Submission <i>(To be filled out by applicant; Check if submitted)</i> | Verification <i>(To be filled out by HRMO/HR Office/Sub-Committee)</i> | |
|----|--|---|--|---------|
| | | | Status of Submission <i>(Check if complied)</i> | Remarks |
| a. | Letter of intent addressed to the Schools Division Superintendent | | | |
| b. | Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable | | | |
| c. | Photocopy of valid and updated PRC License/ID, if applicable | | | |
| d. | Photocopy of Certificate of Eligibility/ Report of Rating, if applicable | | | |
| e. | Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available | | | |
| f. | Photocopy of Certificate/s of Training, if applicable | | | |
| g. | Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable | | | |
| h. | Photocopy of latest appointment, if applicable | | | |
| i. | Photocopy of the Performance Ratings in the last three rating period (s) covering one (3) years performance prior to the deadline of submission, if applicable | | | |
| j. | 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 - 2 copies | | | |
| k. | Other documents as may be required for comparative assessment, such as but not limited to: | | | |
| | Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment | | | |
| | Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled | | | |

Attested:

_____ HRMO

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 a) where 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.