



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

September 2, 2024

DIVISION MEMORANDUM

No. 0164, s. 2024

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT
 DOCUMENTS FOR THE OPENING OF ONE (1) ELEMENTARY MASTER
 TEACHER I, TWO (2) SHS TEACHER III, FIFTEEN (15) SHS TEACHER II
 VACANT POSITIONS**

To: BASILIO P. MANA-AY JR., CESO VI
 Assistant Schools Division Superintendent
JANWARIO E. YAMOTA, CID Chief Education Supervisor
AILENE B. AÑONUEVO, SGOD Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Admin. Officer V/Human Resource Management Officer II
School Heads, Public Elementary Schools
School Heads, Public Secondary and Senior High Schools
All Concerned

1. Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of one (1) Elementary Master Teacher I, two (2) SHS Teacher III, fifteen (15) SHS Teacher II vacant positions.

Date	Activity
September 2 – 16, 2024	<p>Submission of pertinent documents (hardcopy) in the Division Office, Records Section.</p> <p>Master Teacher: The hiring process and evaluation are based on MEC Order No. 10, s. 1979.</p> <p>Teacher II and III: The hiring process and evaluation are based on DEPED Order No. 66, s. 2007.</p>



Schools Division Office of Panabo City
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
 Tel. Nos. (084)823 1469, (084) 628 4066
 Email: panabocity.division@depd.gov.ph

To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements and final updating of the applicant's lacking documents.
To be announced	Final evaluation of documents by the HRMO and posting of IER
To be announced	Open Assessment, Interview, Written Examination, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMPSB
	Submission of Ranking to the Office of the Schools Division Superintendent

2. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to Dr. Jinky B. Firman, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before September 16, 2024.

- a. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
- b. Photocopy of valid and updated PRC License/ID, if applicable;
- c. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- d. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of the performance rating (must be signed or approved) for two (2) previous performance rating periods (if applicable);
- i. 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 (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>*), **must be notarized**;
- j. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. For Teacher III and Teacher II: Means of Verification (MOVs) showing Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/Resource Speaker) reference: DO 66, s. 2007;



Schools Division Office of Panabo City
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
 Tel. Nos. (084)823 1469, (084) 628 4066
 Email: panabocity.division@deped.gov.ph

- ii. For Master Teacher I: Means of Verification (MOVs) for Leadership, Potential, Accomplishments, & Demonstration, reference: MEC Order No. 10, 1979, if applicable.
3. This Office 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. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
4. Attached is the details of vacant positions.
5. For information and widest dissemination.

Encl.: as stated
OSDS/bpmj/cdr

SEP 03 2024

RECORDS SECTION-SDO PANABO CITY
BY



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

**Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF PANABO CITY
ANNOUNCEMENT OF VACANT ITEM POSITIONS**

DR. JINKY B. FIRMAN, CESO VI
Schools Division Superintendent

Date: **September 2, 2024**

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MASTER TEACHER I	OSEC-DECSB-MTCHR1-750023-2012	18	49,015	Bachelor of Elementary Education (BEEEd); or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)		DIVISION OF PANABO CITY Elementary Level
2	TEACHER III	OSEC-DECSB-TCH3-750180-2016	13	32,870	ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject; ARTS & DESIGN Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 18 units of specialization in the relevant subject; SPORTS Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track;	ACADEMIC TRACK AND CORE SUBJECTS 4 hours of training relevant to the subject area of specialization; ARTS & DESIGN 4 hours of training relevant to the courses in the Track; SPORTS 4 hours of training relevant to the courses in the Strand; TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) At least NC**II + TMC**I (*Appropriate to the specialization)	ACADEMIC TRACK AND CORE SUBJECTS 1 year of relevant teaching/industry work experience; ARTS & DESIGN 2 years relevant teaching/industry work experience; SPORTS 2 years relevant teaching/industry work experience; TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) 1 year of relevant teaching or 1 year of industry work experience	Applicants for a permanent position: RA 1080 (Teacher); if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required; Practitioners (part time only): None required		DIVISION OF PANABO CITY Senior High School
3	TEACHER III	OSEC-DECSB-TCH3-750184-2016	13	32,870	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization					
4	TEACHER II	OSEC-DECSB-TCH2-750020-2020	12	30,705	ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	ACADEMIC TRACK AND CORE SUBJECTS None required	ACADEMIC TRACK AND CORE SUBJECTS None required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring;		DIVISION OF PANABO CITY Senior High School
5	TEACHER II	OSEC-DECSB-TCH2-750061-2021	12	30,705						
6	TEACHER II	OSEC-DECSB-TCH2-750192-2019	12	30,705	ARTS & DESIGN Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	ARTS & DESIGN 4 hours of training relevant to the courses in the Track	ARTS & DESIGN 1 year relevant teaching/industry work experience	Applicants for a contractual position: None required;		
7	TEACHER II	OSEC-DECSB-TCH2-750235-2017	12	30,705						
8	TEACHER II	OSEC-DECSB-TCH2-750243-2017	12	30,705						
9	TEACHER II	OSEC-DECSB-TCH2-750407-2016	12	30,705	SPORTS 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	SPORTS 4 hours of training relevant to the courses in the Strand	SPORTS 1 year relevant teaching/industry work experience	Practitioners (part time only): None required		
10	TEACHER II	OSEC-DECSB-TCH2-750249-2017	12	30,705						
11	TEACHER II	OSEC-DECSB-TCH2-750411-2016	12	30,705						
12	TEACHER II	OSEC-DECSB-TCH2-750418-2016	12	30,705	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) At least NC II + TMC I (*Appropriate to the specialization)	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) 6 months of relevant teaching or 6 months of industry work experience			
13	TEACHER II	OSEC-DECSB-TCH2-750423-2016	12	30,705						
14	TEACHER II	OSEC-DECSB-TCH2-750427-2016	12	30,705						
15	TEACHER II	OSEC-DECSB-TCH2-750744-2017	12	30,705						
16	TEACHER II	OSEC-DECSB-TCH2-750428-2016	12	30,705						

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	TEACHER II	OSEC-DECSB-TCH2-750751-2017	12	30,705	ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject ARTS & DESIGN Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject SPORTS 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	ACADEMIC TRACK AND CORE SUBJECTS None required ARTS & DESIGN 4 hours of training relevant to the courses in the Track SPORTS 4 hours of training relevant to the courses in the Strand	ACADEMIC TRACK AND CORE SUBJECTS None required ARTS & DESIGN 1 year relevant teaching/industry work experience SPORTS 1 year relevant teaching/industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher) ; if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for a contractual position: None required; Practitioners (part time only): None required		DIVISION OF PANABO CITY Senior High School
18	TEACHER II	OSEC-DECSB-TCH2-750752-2017	12	30,705	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) At least NC II + TMC I (*Appropriate to the specialization)	TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) 6 months of relevant teaching or 6 months of industry work experience			

This Office 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. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to **Jinky B. Firman, PhD, CESO VI**, Schools Division Superintendent, through **Basilio P. Mana-ay Jr., CESO VI**, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before **September 16, 2024**.

1. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
2. Photocopy of valid and updated PRC License/ID, if applicable;
3. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
4. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available
5. Photocopy of Certificate/s of Training, if applicable;
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
7. Photocopy of latest appointment, if applicable;
8. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
9. Photocopy of the performance rating (must be signed or approved) for two (2) previous performance rating periods (if applicable);
10. 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 (you may download the file on this link <http://tinyurl.com/AnnexCChecklist>), **must be notarized**;
11. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. For Teacher III and Teacher II: Means of Verification (MOVs) showing Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/Resource Speaker) reference: DO 66, s. 2007;
 - ii. For Master Teacher: Means of Verification (MOVs) for Leadership, Potential, Accomplishments, & Demonstration, reference: MEC Order No. 10, 1979, if applicable.

QUALIFIED APPLICANTS are advised to submit their scanned documents on the PACERS and addressed to:

JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent
 Government Center, City Hall St., Brgy. JP Laurel, Panabo City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.