



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

Office of the Schools Division Superintendent

May 22, 2025

DIVISION MEMORANDUM

No. 0120, s. 2025

TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF TWO (2) SHS TEACHER III AND THIRTEEN (13) 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

- Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of two (2) SHS Teacher III and thirteen (13) SHS Teacher II vacant positions.

Date	Activity
May 22, 2025 – June 2, 2025	Submission of pertinent documents (hardcopy) in the Division Office, Records Section.
To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements.
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



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

	Submission of Ranking to the Office of the Schools Division Superintendent
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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 June 2, 2025.

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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, Certified Authenticated and Verified (CAV), 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, or duly signed Service Record, whichever is /are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most two (2) performance ratings. The latest performance rating shall cover one (1) year complete performance rating period);
- 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 (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>*), **must be notarized**;
- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Innovations, Research and Development Projects, Publication or Authorship, and Consultant/Resource Speaker in Trainings/ Seminars.

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




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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.

For and in the absence of the SDS


BASILIO P. MANA-AY, JR., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

RELEASED

Encl.: as stated
OSDS/ncrm/cdr

MAY 23 2025

RECORDS SECTION SDO PANABO CITY
BY 



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

For and in the absence of the SDS

BASILIO P. MANA-AY, JR., CESO VI
Assistant Schools Division Superintendent

Date: **May 22, 2025**

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	TEACHER III	OSEC-DECSB-TCH3-750175-2016	13	34,421	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;	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;	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;		DIVISION OF PANABO CITY Senior High School
2	TEACHER III	OSEC-DECSB-TCH3-750181-2016	13	34,421	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) 1 year of relevant teaching or 1 year of industry work experience	Applicants for a contractual position: None required; Practitioners (part time only): None required		
3	TEACHER II	OSEC-DECSB-TCH2-750022-2020	12	32,245	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 TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	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 TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) At least NC II + TMC I (*Appropriate to the specialization)	ACADEMIC TRACK AND CORE SUBJECTS None required ARTS & DESIGN 1 year relevant teaching/industry work experience SPORTS 1 year relevant teaching/industry work experience TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) 6 months of relevant teaching or 6 months of 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
4	TEACHER II	OSEC-DECSB-TCH2-750056-2021								
5	TEACHER II	OSEC-DECSB-TCH2-750058-2021								
6	TEACHER II	OSEC-DECSB-TCH2-750233-2017								
7	TEACHER II	OSEC-DECSB-TCH2-750236-2017								
8	TEACHER II	OSEC-DECSB-TCH2-750243-2017								
9	TEACHER II	OSEC-DECSB-TCH2-750245-2017								
10	TEACHER II	OSEC-DECSB-TCH2-750248-2017								
11	TEACHER II	OSEC-DECSB-TCH2-750418-2016								
12	TEACHER II	OSEC-DECSB-TCH2-750423-2016								
13	TEACHER II	OSEC-DECSB-TCH2-750426-2016								
14	TEACHER II	OSEC-DECSB-TCH2-750751-2017								
15	TEACHER II	OSEC-DECSB-TCH2-750752-2017								

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11. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Innovations, Research and Development Projects, Publication or Authorship, and Consultant/Resource Speaker in Trainings/ Seminars.

QUALIFIED APPLICANTS are advised to submit their documents 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.