



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON V (BIKOL)
REGION V (BICOL)



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA
SCHOOLS DIVISION OFFICE OF IRIGA CITY

October 18, 2022

DIVISION MEMORANDUM
NO. 198 s. 2022

ANNOUNCEMENT OF THE VACANT POSITION in
ZEFERINO ARROYO HIGH SCHOOL
for CY 2022

TO: **OIC - Asst. Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the vacant position in Zeferino Arroyo High School which is open for filing of application.
2. Interested applicants should meet the following entry requirements:

POSITION TITLE	SG	No. of Item /s	QUALIFICATION STANDARDS			
			Education	Experience	Training	Eligibility
TEACHER III	13	1	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)

3. All interested and qualified applicants are enjoined to submit the following documents, **1 set fastened on the side of the long violet folder, with proper labeling**, to the **School Screening Committee of Zeferino Arroyo High School** not later than **October 28, 2022** for their assessment.
 - a. Application Letter indicating the position being applied for
 - b. Notarized Omnibus Certification of Authenticity and Veracity of all documents submitted (*individual documents specifically stated*)



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Irigacity@deped.gov.ph



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- c. Properly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet attached, form can be downloaded at www.csc.gov.ph
 - d. Certificate of Eligibility and License/s (PRC ID) and Certificate of Good Standing authenticated by PRC
 - e. Transcript of Record authenticated by the University Registrar
 - f. Latest Approved Appointment
 - g. Updated Service Record
 - h. Certification of Performance Rating signed by the immediate supervisor for the last three (3) Rating Periods, at least Very Satisfactory Performance Ratings with numerical rating, approved Performance Ratings should be attached (SY 2019-2020, SY 2020-2021; SY 2021-2022)
 - i. Documentary Evidence/s for Outstanding Accomplishments, if any
 - *Outstanding Employee Award*
 - *Innovations*
 - *Research & Development Projects*
 - *Publication/ Authorship*
 - *Consultant/ Resource Speaker in trainings/ seminars*
 - j. Certificates of Seminars, Trainings, Workshops, Scholarships, etc.
 - k. Other documents relevant to the position being applied for
4. The assessment shall be based on the guidelines set forth in **DepEd Order No. 66, s. 2007**.
 5. The School Screening Committee shall submit the result of the assessment together with the application documents to the SDO Records Office attention: Personnel Unit within three (3) days after the school assessment for review by the Division HRMPSB.
 6. The applicant shall assume full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.
 7. This agency upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity".
 8. For information, guidance and widest dissemination.

DANILO E. DESPI
Schools Division Superintendent



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