

  
 Republic of the Philippines  
**Department of Education**

Region V  
**SCHOOLS DIVISION OFFICE OF IRIGA CITY**

Office of the Schools Division Superintendent

December 20, 2022

**DIVISION MEMORANDUM**

**NO. 239 s. 2022**

**ANNOUNCEMENT OF THE VACANT TEACHING POSITION  
IN ELEMENTARY SCHOOL**

**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 teaching position in **Elementary School** which is open for filing of application.
2. Interested applicants should meet the following entry requirements:

POSITION TITLE/ ITEM No./ ASSIGNMENT	SG	No. of Item /s	QUALIFICATION STANDARDS			
			Education	Training	Experience	Eligibility
<b>MASTER TEACHER I</b> OSEC-DECSB- MTCHR1-393833- 1998	18	1	Bachelor of Elementary Education 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)

3. All interested and qualified applicants are enjoined to submit to the **Records Unit** the following **documents, 1 set fastened on the left side of the long pink plastic folder, arranged according to the sequence below, with proper labeling**, addressed to the **Schools Division Superintendent, attention: Personnel Unit** not later than **January 3, 2023**.

**I - BASIC REQUIREMENTS**

- |  |
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| a. Original signed Application Letter indicating the position being applied for  |
| b. Original notarized Omnibus Certification of Authenticity and Veracity of all documents submitted  |
| c. Original Personal Data Sheet (CS Form No. 212, Revised 2017) completely filled-out with latest passport size ID picture and with Work Experience Sheet attached, form can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> |





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d. Transcript of Record (Baccalaureate) authenticated by the University
e. Updated Service Record/Certificate of Employment
f. Latest Approved Appointment, if with government employment
g. Certificate of Eligibility and License/s (PRC ID) and Certificate of Good Standing authenticated by CSC/PRC
h. Certification of Performance Rating signed by the Immediate Head for the last three (3) Rating Periods, at least Very Satisfactory Performance Ratings, approved performance rating should be attached.
<b>II. DOCUMENTS for Leadership, Potential and Accomplishments</b> as stipulated in <b>MEC Order No. 10, s. 1979</b>

4. This Office shall adopt an open ranking system based on the guidelines set forth in **MEC Order No. 10, s. 1979** to be conducted **anytime** on **January 5-10, 2023**.
5. The Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) are:  
Chairman: Maria Sheila V. Lagoda - OIC, ASDS  
Members : Noel G. Cabaltera - SGOD Chief  
Arthur M. Ramboyong - AO V  
Maria Lourdes B. Bayta - AO IV HRMO  
Rey A. Tabarangao - SP2, Division PESPA Pres.
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. Important Reminders:
  - a. No additional documents will be accepted after the deadline of submission of application.
  - b. Original copies of the documents to be submitted should be brought during the actual assessment for verification purposes.
  - c. Qualified applicants will be notified of the schedule of deliberation.
  - d. Applicants may retrieve the documents a month after the posting of the approved ranklist.
9. Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.
10. For information, guidance and widest dissemination.

**DANILO E. DESPI**  
**Schools Division Superintendent**