



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



March 4, 2024

DIVISION MEMORANDUM  
NO. 103, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR PROMOTION TO  
TEACHER III AND TEACHER II SENIOR HIGH SCHOOL POSITIONS**

TO : Assistant Schools Division Superintendent  
Chief SGOD and Chief CID  
Officials OSDs, CID and SGOD  
School Heads, Public Elementary, Secondary and Senior High School  
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for promotion to Teacher III and Teacher II Senior High School positions, are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	March 8, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	March 11-13, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: <b>Teacher III</b> (7 vacant positions)	Salary Grade: 13 Monthly Salary: P31,320.00
Station of Deployment: Senior High Schools	
CSC QUALIFICATIONS UNDER ACADEMIC TRACK :	
Education:	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
Experience:	1 year of relevant teaching/industry work experience
Training:	4 hours of training relevant to the subject area of specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET



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<b>CSC QUALIFICATIONS UNDER SPORTS TRACK:</b>	
Education:	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
Experience:	2 years relevant teaching/industry work experience
Training:	4 hours of training relevant to the courses in the Strand
Eligibility:	RA 1080 (Teacher) /LET/PBET
<b>CSC QUALIFICATIONS UNDER TVL TRACK:</b>	
Education:	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization
Experience:	1 year of relevant teaching or 1 year of industry work experience
Training:	At least NC* II + TMC** I *Appropriate to the specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET

<b>POSITION PROFILE</b>	
Position Title: <b>Teacher II</b> (24 vacant positions)	Salary Grade: 12 Monthly Salary: P29,165.00
Station of Deployment: Senior High Schools	
<b>CSC QUALIFICATIONS UNDER ACADEMIC TRACK :</b>	
Education:	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
Experience:	None Required
Training:	None Required
Eligibility:	RA 1080 (Teacher) /LET/PBET
<b>CSC QUALIFICATIONS UNDER SPORTS TRACK:</b>	
Education:	Bachelor's degree with a major in field (s) under the track; or any Bachelor's degree plus 15 units of specialization in the relevant subject
Experience:	1 year relevant teaching/industry work experience
Training:	4 hours of training relevant to the courses in the Strand
Eligibility:	RA 1080 (Teacher) /LET/PBET
<b>CSC QUALIFICATIONS UNDER TVL TRACK:</b>	
Education:	Bachelor's degree; or a completion of technical-vocational course(s) in the area of specialization
Experience:	6 months of relevant teaching or 6 months of industry work experience
Training:	At least NC* II + TMC** I *Appropriate to the specialization
Eligibility:	RA 1080 (Teacher) /LET/PBET



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3. All interested applicants may register through this link: <https://bit.ly/DepEdACPromotionSHSTeacher> and to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant resource officer designated by the Head of Office;
- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
  - c) Photocopy of valid and updated PRC License/ID, if applicable;
  - d) Photocopy of Certificate of Eligibility/Rating, if applicable;
  - e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including 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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
  - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
  - k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - i) 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; and
    - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.



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5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 66 s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching positions"**
6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan
7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
8. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/AOIV/March 4, 2024



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