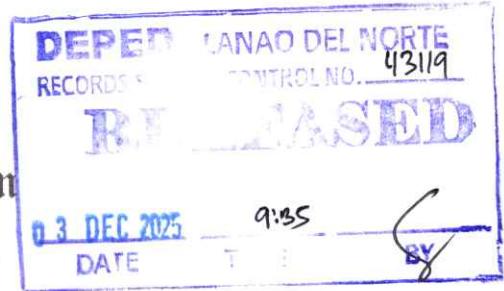




Republic of the Philippines
Department of Education
Region X
Schools Division of Lanao del Norte



December 2, 2025

DIVISION MEMORANDUM

No. 739 s. 2025

**ANNOUNCEMENT OF VACANCY FOR
TEACHER II (ELEMENTARY)**

To: Assistant Schools Division Superintendent
Division Chiefs
Section/Unit Heads
All Others Concerned

1. This office calls for the submission of applications for Teacher II positions at Elementary Level. The assessment shall abide with the guidelines, procedures, and criteria of *DepEd Order No. 020, s. 2024*, otherwise known as "*Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*".
2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS shall be disqualified.

Qualification Standards

Position Title	SG	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Experience	Training	Eligibility	Competency	
Teacher II (Elementary)	12	32,245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/ Secondary)	At least 6 Proficient COIs at Very Satisfactory At least 4 Proficient NCOIs at Very Satisfactory	Elementary

3. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.



Republic of the Philippines
Department of Education
Region X
Schools Division of Lanao del Norte

4. All interested applicants shall submit the following documentary requirements to the **RECORDS SECTION** on or before **December 15, 2025** at **2:00PM**.

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents submitted are **CLEAR** and **READABLE**.

Mandatory Requirements:

- a. **Letter of Intent** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent, DepEd Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for.
- b. **Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet** <https://tinyurl.com/CSF212-2025> - Please ensure that ALL PAGES MUST BE SIGNED and your THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicants must ensure all details and information are correct and updated from pages 1-4

For WES: Applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS

- c. Photocopy of valid and updated **PRC License/ID**
- d. Photocopy of **Certificate of Board Rating**
- e. Photocopy of **Transcript of Records (TOR) and Diploma**

For applicants with earned units leading to Master's and/or Doctorate degree/s, kindly attach any of the following (*must be signed by the School registrar*):

- **Transcript of Record**, if graduated
- **Certificate of Completed Academic Requirements**, if CAR
- **Certificate of Units Earned**, if Units earner

- f. Photocopy of duly signed **Service Record**, at least 1 year teaching experience
- g. Photocopy of **latest appointment**
- h. Photocopy of **certificate/s of trainings** in Curriculum, Pedagogy, Subject Specialization acquired within last five (5) years.
- i. Photocopy of the required **Performance Ratings** with at least **Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements as stated in the QS above. The latest performance rating shall cover one (1) year complete performance rating period in the current position)



Republic of the Philippines
Department of Education
Region X
Schools Division of Lanao del Norte

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 (Annex C)**, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755.
<https://tinyurl.com/DO202024Annex-C1>

k. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

5. Individuals who failed to submit complete mandatory documents on the set deadline indicated above shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants.

6. Documents submitted that are original/certified thru copy will not be accepted except for Intent Letter, PDS and Omnibus Sworn Statement.

7. No additional documents shall be accepted after the deadline.

8. All official applicants shall be assigned with an application code.

9. For information, guidance, and wide dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent *affid
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