



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



February 3, 2025

DIVISION MEMORANDUM

No. 078 s. 2025

NOTICE OF VACANCY FOR TEACHER II & III (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 and Teacher III positions in the 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	Level	Education	Experience	Training	Eligibility
Teacher II (Elem)	12	2	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18	1 yr of relevant experience	None Required	RA 1080 (Teacher)



Address: Pigcarangan, Tubod, Lanao del Norte
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			professional units in Education			
Teacher III (Elem)	13	2	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 yrs of relevant experience	None Required	RA 1080 (Teacher)

No. of Vacancies per Plantilla

Teacher II (Elementary) – 8

Teacher III (Elementary) = 17

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.

4. All interested applicants are required to submit the following documentary requirements on or before **February 13, 2025** at **2:00PM**. Applicants are also required to register via the link <https://forms.office.com/r/2LDRNy1nGN> after submitting their respective application papers.

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/ expression of interest
 - ii. Learning area/ subject group they intent to teach, if applicable
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet
- c. Photocopy of Voter's ID and/or any proof of residency
- d. Photocopy of valid and updated PRC License/ID
- e. Photocopy of Certificate of Board Rating
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if available



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- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable
- h. Photocopy of latest appointment
- i. Photocopy of certificate/s of relevant specialized training or professional development programs
- j. Photocopy of valid TESDA NC II, TMC, if applicable
- k. photocopy of the required Performance Ratings with at least VS rating (Note: the applicant shall submit at most 3 performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover 1-year complete performance rating period in the current position)
- l. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached 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
- m. 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. All applicants assume full responsibility and accountability for the completeness, authenticity, and veracity of their submitted documents. Any false or fraudulent documents submitted shall be grounds for disqualification and shall cause the filing of an administrative or criminal case/s against the person concerned.

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

7. For clarity, please submit one (1) set of documentary requirements for each position if applying for both Teacher II and Teacher III.

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



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9. All official applicants shall be assigned with application code during the deliberation.
10. For information, guidance, and widest dissemination.


EDWIN R. MARIBOJOC, CESO V,
Schools Division Superintendent