



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANAOS DEL NORTE



October 2, 2024

DIVISION MEMORANDUM

No. 478 s. 2024

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. 66 s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-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	12	2	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 yr of relevant experience	None Required	RA 1080 (Teacher)



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
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Teacher III	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)
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No. of Vacancies per Plantilla

Teacher II (Elementary) = 24

Teacher III (Elementary) = 10

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 **October 14, 2024** 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 Head of Office
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet
- c. Photocopy of valid and updated PRC License/ID
- d. Photocopy of Certificate of Eligibility/Rating
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if available.
- f. Photocopy of Certificate/s of Training, if applicable.
- g. Photocopy of duly signed Service Record.
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Rating in the last 3 rating period(s) prior to the deadline of submission, if applicable
- 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 pursuant to RA No. 10173 (Data



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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.
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
5. No additional documents shall be accepted after the deadline.
6. For clarity, please submit one (1) set of documentary requirements for each position if applying for both Teacher II and Teacher III.
7. All official applicants shall be assigned with application code.
8. For information, guidance, and widest dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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Email Address: Lanao.norte@depd.gov.ph
Website: <https://depdldn.com>

CHECKLIST OF REQUIREMENTS (TEACHER II & III)

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; check if submitted)	Verification	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to: EDWIN R. MARIBOJOC, CESO V Schools Division Superintendent			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC Licence/ID			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if available.			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of duly signed Service Record.			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating in the last 3 rating period(s) prior to the deadline of submission, if applicable			
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 pursuant to RA No. 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:			
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.			
Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath