



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

**DIVISION MEMORANDUM:**

**TO: ALL PUBLIC ELEMENTARY SCHOOL HEADS**  
**FROM: The Office of the Schools Division Superintendent**  
**SUBJECT: ANNUAL RANKING FOR VACANCIES TO TEACHER II FOR SCHOOL YEAR 2021 - 2022**  
**DATE: March 29, 2021**

1. This is to inform the field that this Office is now accepting applications and pertinent documents for promotion to **TEACHER II (Elementary) THRU NATURAL VACANCY**.
2. All applicants shall see to it that they **meet the minimum requirements** below before applying and to be eligible for ranking for promotion, the applicant should have at least a **Very Satisfactory** performance rating for the last three (3) rating periods prior to his/her application.

<b>TEACHER II (SG-12)</b>
<b>Education:</b> BEED or Bachelor's Degree plus 18 professional units in Education
<b>Experience:</b> 1 year relevant experience
<b>Training:</b> None required
<b>Eligibility:</b> PBET/LET

*DECS QS Manual for Unique Positions (1995)*

3. Interested and qualified applicants shall submit the following documents **ARRANGED AS LISTED** not later than **APRIL 14, 2021**.
  - a. Application Letter **specifying the position** being applied for (original)
  - b. Notarized Omnibus Certification certifying the completeness, veracity, accuracy and authenticity of all documents submitted (Annex A)
  - c. Duly accomplished Personal Data Sheet/CS Form 212 (Revised 2017) original
  - d. Original Transcript of Records (TOR) or photocopy duly certified by the School Registrar
  - e. Original Certification, Authentication and Verification (CAV)  
For Complete Academic Requirements (CAR), a certification from the school should be specific that the applicant has completed academic requirements for the course enrolled. Original Copy



**Address:** Energy Park, Apokon, Tagum City, 8100  
**Telephone No.:** (084) 216-3504  
**Email:** tagum.city@deped.gov.ph  
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- f. Certification of Performance Rating by the School Head for **SY: 2018-2019 & 2019-2020** (original)
  - g. Photocopy of Renewed PRC License
  - h. Other documents as contained in **DepEd Order No. 66, s. 2007**  
**See attached Annex B (for the checklist of the required documents and points)**
4. **DepEd Order No. 66, s. 2007** entitled, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching positions will be used as legal basis for the evaluation of documents.
  5. Certificates (employee awards, trainings, resource speakership, etc.) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Furthermore, only certificates within the last **FIVE (5) years** will be credited to encourage all employees to always update and upgrade personally and professionally.
  6. *This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGI), to apply.*
  7. Interview of applicants shall be scheduled at a later date in separate memorandum.
  8. Documents shall be placed in a long-size folder, following the suggested color:  
  
**TEACHER II – WHITE FOLDER**
  9. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
<b>RELEASED</b>	
By: _____	
Date: <u>4-5-21</u>	Time: <u>3:45pm</u>
Remarks: <u>Disseminated # 176-2021-04</u>	



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Annex A

**OMNIBUS CERTIFICATION**

To Whom It May Concern:

I, \_\_\_\_\_, Teacher \_\_\_\_\_ of \_\_\_\_\_, an applicant to Master Teacher \_\_\_\_\_ position, hereby affirm the completeness, veracity, accuracy and authenticity of all attached documents submitted. Furthermore, I understand that any violation committed will automatically disqualify me to the position I am applying for.

IN WITNESS WHEREOF, I have hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at Tagum City, Davao del Norte, Philippines.

\_\_\_\_\_  
(Applicant)

**SUBSCRIBED AND SWORN TO BEFORE ME** this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at Tagum City, Davao del Norte, Philippines.



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<b>TEACHER II</b>	
Criteria	Corresponding Points
<b>A. Performance Rating</b> <i>(Average of the numerical ratings multiplied by 35%)</i>  SY 2018-2019 _____ SY 2019-2020 _____	<b>35 Pts</b>
<b>B. Experience</b> <i>Every year given a point but not to exceed 5 points</i> <i>Every month of service in excess of one year shall be given corresponding point.</i>	<b>5 Pts</b>
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20 Pts</b>
<b>I. Outstanding Employee Award (4 Point)</b> <i>Certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted. (e.g. invitation, criteria for the search or memo)</i> Awardee in the school Nomination in the division/awardee in the district Nomination in the region/awardee in the division Nomination in the Department/awardee in the region National Awardee	1 2 3 4 4
<b>II. Innovations (4 Point)</b> <i>a. Duly approved proposal (if available) or Certification from Head of Agency/Establishment/Authorized Officer.</i>  <i>b. Certificate of Recognition by the School Head/District Supervisor/Schools Division Superintendent if it is conducted in the school level, district or Division Level that the said innovation helped in the efficiency and effectiveness of the service.</i>  <i>c. MOVs (pictures, narrative report, etc.)</i> Fully implemented in the school Adopted in the division	4 4
<b>III. Research and Development Projects (4 Point)</b> <i>a. Copy of the Research</i> <i>b. Accreditation/Certification from the Division Research Committee</i> Action research conducted in the school level Action research conducted in the district level Action research conducted in the division level	4 4 4
<b>IV. Publication/Authorship (4 Point)</b> <i>a. Copy of the book/magazine/newspaper/journal where the educational article appeared.</i> <i>b. Articles published/featured in reputable/official website such as but not limited to Learning Resources management and Development Center.</i> <i>c. For Curriculum writers, textbook evaluators, learning materials illustrators supported by memo/invitation and certificate of recognition.</i> <i>d. Talent for TV Instruction (TVI) &amp; Radio Broadcast Instruction (RBI) supported by memo/invitation and Certificate of Recognition</i> Articles published in a journal/newspaper/ magazine Sole authorship of a book Co-authorship of a book (shall be divided by the number of authors)	4 4 Maximum 2 pts.

Criteria	Corresponding Points
<p><b>V. Consultant/Resource Speaker in Trainings/Seminars (4 Point)</b></p> <p><i>a. Certificate of Recognition or Appreciation</i></p> <p><i>b. Invitation Letter/memorandum, or Training Matrix/Program</i></p> <p>School Level</p> <p>Division Level</p> <p>Regional Level</p> <p>National Level</p> <p>International Level</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>4</p>
<p><b>D. Education</b></p> <p><i>a. Original Transcript of Records (TOR) or photocopy duly certified by the School Registrar</i></p> <p><i>b. Original Certification, Authentication and verification (CAV)</i></p> <p><i>c. For Complete Academic Requirements (CAR), a certification from the school should be specific that the applicant has completed academic requirements for the course enrolled.</i></p> <ul style="list-style-type: none"> <li>· Complete Academic Requirements for Master's Degree</li> <li>· Master's Degree</li> <li>· Complete Academic Requirements for Doctoral Degree</li> <li>· Doctoral Degree</li> </ul>	<p><b>25 Pts</b></p> <p>10</p> <p>15</p> <p>20</p> <p>25</p>
<p><b>E. Training</b></p> <p><i>a. Certificate of Training/Participation</i></p> <p>One point for every month of attendance but not to exceed 5 points</p> <p>Participant in <b>THREE (3) OR MORE TRAININGS</b> in each level <b>FOR AT LEAST 3 DAYS</b></p> <ul style="list-style-type: none"> <li>• School Level</li> <li>• Division Level</li> <li>• Regional Level</li> </ul> <p>Participant in <b>ONE (1) training TRAINING</b> in each level <b>FOR AT LEAST 3 DAYS</b></p> <ul style="list-style-type: none"> <li>• National Level</li> <li>• International Level</li> </ul> <p>Chair/Co-chair in a technical planning committee:</p> <p><i>a. Memorandum where the name of the applicant is stated as Chair/Co-chair</i></p> <p><i>b. Certificate</i></p> <ul style="list-style-type: none"> <li>• School Level</li> <li>• Division Level</li> <li>• Regional Level</li> <li>• National Level</li> <li>• International Level</li> </ul>	<p><b>5 Pts</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>
<p><b>INTERVIEW:</b></p> <p><b>F. Potential</b></p>	<p><b>5 Pts</b></p>
<p><b>G. Psycho-social attributes</b></p>	<p><b>5 Pts</b></p>