



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



DIVISION MEMORANDUM No. 329 s. 2020

To : Division Office Personnel
 All Other Interested Applicants
 This Division

From : **MA. LIZA R. TABILON EdD, CESO V**
 Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF VACANT POSITIONS IN DEPED
 ZAMBOANGA DEL NORTE.

DATE : November 17, 2020

1. The DepEd Schools Division of Zamboanga del Norte invites qualified applicants for vacant positions listed below, to wit:

MASTER TEACHER III (SG 20 – Php 52,703.00) with item no. MTCHR3-570072-2019

CSC Prescribed Qualifications:
 Education: BEED/BSED plus MA GRADUATE
 Experience: 2 Years as Master Teacher II
 Training: 24 Hours Relevant Training
 Eligibility: (PBET/LET)

MASTER TEACHER I (SG 18 – Php 42,159.00) with item no. MTCHR1-571393-1998

CSC Prescribed Qualifications:
 Education: BEED W/ 18 MA UNITS
 Experience: 3 Years Relevant Experience
 Training: 24 Hours Relevant Training
 Eligibility: (PBET/LET)

HEAD TEACHER I (SG 14 – Php 29,277.00) with ITEM no. HTEACH1-570026-2009

CSC Prescribed Qualifications:
 Education: BEED/BSED w/ 12 MAED units
 Experience: 1 year as TIC or 3 years teaching experience
 Training: NONE
 Eligibility: (PBET/LET)





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TEACHER III (SG 13 – Php 26,754.00) with 4 items

CSC Prescribed Qualifications:

Education: **BEED/BSED w/ APPROVED ERF AS T-III**

Experience: **3 Years Relevant Experience**

Training: **None Required**

Eligibility: **(PBET/LET)**

2. All interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position are requested to submit the documentary requirements based on the criteria for the position applied as stipulated in applicable DepEd issuances. Please see attached document for criteria in the position applied.
3. Applicants are to submit documents in a clean white folder and organized based on the enclosed checklist of requirements.
4. The district officials shall initially check pertinent documents of applicants to verify completeness and accuracy using the checklist enclosed. Districts shall submit the pertinent documents of applicants to Division Office - Personnel Section on **November 30, 2020**. All documents must be submitted on or before the deadline of the application.
5. Applicants are advised to bring the original documents on the day of evaluation for verification purposes.
6. The Division Selection Committee will inform the applicants through contact numbers indicated in their Personal Data Sheet as to the schedule of evaluation of documents and interview.
7. Immediate and widest dissemination of this memorandum is desired.

Enclosure: as stated





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Enclosure 1 of DM no. 329 s. 2020

Checklist of Requirements:

- A. Omnibus Certification under Oath
- B. Fully accomplished Personal Data Sheet with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph
- C. One (1) authenticated copy of eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License (for relevant position/s). Photocopy of eligibility shall not be entertained.
- D. Performance rating for the Last three (3) rating periods, if applicable.
- E. Service Records/Certification of Employment (with inclusive dates).
- F. Duly authenticated copy of Transcript of Records.
- G. Certificates of Outstanding Accomplishments, if any
- H. Certificates of Trainings/Seminars/Scholarships attended, if any
- I. Copy of latest approved appointment, if applicable.

Criteria for Ranking (as stipulated in DO 66 s. 2007)

- A. Performance Rating for the last three (3) rating periods prior to screening should be at least Very Satisfactory
- B. Experience (must be relevant to the duties and functions of the position to be filled)
- C. Outstanding Accomplishments
 - a) Outstanding Employee Awardee (certified)
 - b) Innovations (documented, applied and attested)
 - c) Research and Development Projects (documented and approved)
 - d) Publication/Authorship (circulated/published)
 - e) Consultant/Resource Speaker in Trainings/Seminars(certified)
- D. Education and Training (authenticated copy and certified)
- E. Potential (from the interview)
- F. Psychosocial Attributes and Personality Traits(from the interview)

