



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 14, 2023

Division Memorandum  
No. 349 s. 2023

**CALL FOR APPLICANTS FOR VACANT SPECIAL EDUCATION TEACHER ITEMS  
IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
All Others Concerned**

1. This Division invites all interested and qualified applicants for the Vacant Special Education Teachers stipulated in Enclosure No. 1.

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering**. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).

3. Application documents of the qualified applicants must be submitted to the Division Office - Personnel Section on or before **Tuesday, August 22, 2023 until 5:00 pm only**. Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

4. Utilize the following links that contain the information, procedure and timeline of the selection process:

- Checklist of Requirements [depedzn.net/link/checklist](https://depedzn.net/link/checklist)
- Timeline of Selection Process [depedzn.net/link/timeline](https://depedzn.net/link/timeline)
- Submission of Application Process Flow [depedzn.net/link/ProcessFlow](https://depedzn.net/link/ProcessFlow)
- Detailed Qualification Standards (DO 7 s. 2015 Section 7.1.3 to 7.1.4) [depedzn.net/link/DO7s2015](https://depedzn.net/link/DO7s2015)

5. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

6. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83)

7. For information, guidance and compliance.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)



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**CHECKLIST OF REQUIREMENTS**  
**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO TEACHING AND**  
**NONTEACHING POSITIONS**  
**DEPED ORDER 007 S. 2023 Enclosure No.( 5 s. 2023)**

Name of Applicant: \_\_\_\_\_

DUAN : \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_

Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
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/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, 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			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.</li> </ul>			

Attested:

\_\_\_\_\_  
 Chairperson



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District Personnel Selection Sub-committee

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is 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

*In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.*



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**Timeline of the Selection Process – SPET Positions**

August 22, 2023 Submission of Application

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- Application documents of the qualified applicants must be submitted to the Division Office - Personnel Section

September 4-6, 2023 Submission of IER to the HRMPSB

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- The Personnel Unit will submit the IER to the HRMPSB

September 7-11, 2023 Document Assessment

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- Assessment of documents by the DDEC and HRMPSB

September 12-13 Comparative Assessment and BEI

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- Document Validation and BEI for SPET items

September 14, 2023 Submission of CAR to SDS

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- Submission of CAR for SPET positions to SDS for approval and selection.





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Enclosure No. 1 of DM No. 347Is.2023

**List of Vacant Positions**

Vacant Positions	Item Number	Salary/ Job/ Pay Grade	School/District Assignment	No. of Items	CSC Prescribed Qualification
<b>Elementary</b>					
Special Education Teacher I	OSEC-DECSB-SPET1-570261-2023	14	SDO-For Deployment	<b>34</b>	<b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education with specialization in Special Education <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> PBET; Teacher
Special Education Teacher I	OSEC-DECSB-SPET1-570262-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570263-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570264-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570265-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570266-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570267-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570268-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570269-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570270-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570271-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570272-2023	14	SDO-For Deployment		





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Special Education Teacher I	OSEC-DECSB-SPET1-570273-2023	14	SDO-For Deployment	<p><b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education with specialization in Special Education  <b>Training:</b> None required  <b>Experience:</b>None required  <b>Eligibility:</b> PBET; Teacher</p>	
Special Education Teacher I	OSEC-DECSB-SPET1-570274-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570275-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570276-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570277-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570278-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570279-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570280-2023	14	SDO-For Deployment		<p><b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education with specialization in Special Education  <b>Training:</b> None required  <b>Experience:</b>None required  <b>Eligibility:</b> PBET; Teacher</p>
Special Education Teacher I	OSEC-DECSB-SPET1-570281-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570282-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570283-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570284-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570285-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570286-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570287-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570288-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570289-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570290-2023	14	SDO-For Deployment	<p><b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education with specialization in Special Education  <b>Training:</b> None required  <b>Experience:</b>None required</p>	
Special Education Teacher I	OSEC-DECSB-SPET1-570291-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570292-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570293-2023	14	SDO-For Deployment		
Special Education Teacher I	OSEC-DECSB-SPET1-570294-2023	14	SDO-For Deployment		





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Special Education Teacher I	OSEC-DECSB-SPET1-570288-2023	14	SDO-For Deployment	<b>Education:</b> BEED or Bachelor's degree plus 18 professional units in Education with specialization in Special Education <b>Training:</b> None required <b>Experience:</b> None required
Special Education Teacher I	OSEC-DECSB-SPET1-570289-2023	14	SDO-For Deployment	
Special Education Teacher I	OSEC-DECSB-SPET1-570290-2023	14	SDO-For Deployment	
Special Education Teacher I	OSEC-DECSB-SPET1-570291-2023	14	SDO-For Deployment	
Special Education Teacher I	OSEC-DECSB-SPET1-570292-2023	14	SDO-For Deployment	
Special Education Teacher I	OSEC-DECSB-SPET1-570293-2023	14	SDO-For Deployment	
Special Education Teacher I	OSEC-DECSB-SPET1-570294-2023	14	SDO-For Deployment	





Republic of the Philippines  
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27 MAR 2015

DepEd ORDER  
 No. **7**, s. 2015

**HIRING GUIDELINES FOR TEACHER I POSITIONS  
 EFFECTIVE SCHOOL YEAR (SY) 2015-2016**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau Directors  
 Regional Directors  
 Schools Division Superintendents  
 Heads, Public Elementary and Secondary Schools

1. The **Hiring Guidelines for Teacher I Positions for School Year (SY) 2015-2016** are enclosed for the information and guidance of all concerned.
2. The issuance of these Guidelines aims to integrate and further institutionalize the primary objective of the K to 12 Basic Education Program, which is to enhance the overall quality of basic education in the country by hiring highly-competent teachers, and to uphold the Department's mandate under the Magna Carta for Public School Teachers (Republic Act 4670) to promote and improve public school teachers' employment and career opportunities as well as to attract more people with proper qualifications to the teaching profession.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
 Secretary

Encl.:

As stated

Reference:

DepEd Order No. 14, s. 2014

To be indicated in the Perpetual Index  
 under the following subjects:

**APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
 CHANGE  
 POLICY  
 TEACHERS**

SMA, DO Hiring Guidelines for Teacher I Positions  
 0178/March 17, 2015



- Other degree courses and/with at least 18 units in Early Childhood Education

The Division Selection Committee may consider any other similar Bachelor's degree in Early Education.

- b. In cases where there are limited eligible teachers with ECE units, the following measures may be adopted.
  - Upon appointment, the teacher shall be required by the Schools Division Office (SDO) to earn ECE units gradually. Nine (9) ECE units may be earned at the end of Year 1; eighteen (18) units, Year 2; and twenty-one (21) units, Year 3.
- c. Kindergarten teacher applicants must not be more than forty-five (45) years old.

#### 7.1.3 Additional requirements for SPED elementary applicants

- a. He/she must possess any of the following qualifications:

<b>Educational Qualification</b>	<b>Requirement</b>
BSEEd- BS Special Education	With Specialization in SPED-Undergrad
BSEEd/BSSPEd	With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd	With 12 Units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating
BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPEd/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.

- b. He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.
- c. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.

#### 7.1.4 Additional requirements for SPED secondary applicants

He/she must possess any of the following qualifications:

- Bachelor of Secondary Education, major in Special Education
- Bachelor of Secondary Education plus 18 units in special education in the graduate level
- Bachelor of Secondary Education plus 15 units in special education with 2 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
- Bachelor of Secondary Education plus 12 units in special education with 4 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
- Bachelor of Secondary Education plus 9 units in special education with 6 years of very satisfactory teaching experience in the regular schools and is willing to train within a year
- Bachelor of Secondary Education plus 2 years of very satisfactory teaching experience as a SPED teacher

### 7.2 Teaching Experience – 15 points

Teaching experience in Early Childhood (EC) kindergarten/preschool, elementary, secondary, tertiary, higher education, Special Education (SPED), Alternative Learning System (ALS), Technical-Vocational Education and Training (TVET), learning institutions offering culture-based education programs for indigenous peoples (IP) – even prior to passing the LET – shall be given 1.50 points for every school year but shall not exceed twelve (12) points.

For every month of service, 0.15 point shall be given.

Example: 8 months	–	1.20 points
10 months	=	1.50 points

The full 0.15 point per month of teaching experience shall be given to the applicants who have come from schools and institutions that are government-