



Republic of the Philippines  
**Department of Education**  
 REGION X  
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

November 7, 2023

DIVISION MEMORANDUM

No. **662** s. 2023

**SCHOOL RANKING FOR VACANT TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent  
 Public Schools District Supervisors  
 All Elementary and Secondary Public School Heads and Principals  
 CID and SGOD Personnel  
 All Others Concerned

1. The following schools have open teaching positions with corresponding item numbers:

KINDERGARTEN		
Municipality	School	Item No.
Lugait	Lugait CS	OSEC-DECSB-TCH3-660436-2019

ELEMENTARY		
Municipality	School	Item No.
Balingasag	Balingasag CS	OSEC-DECSB-TCH3-660317-2020
	Talusan ES	OSEC-DECSB-TCH3-660371-2020
Balingoan	Kabulakan IS	OSEC-DECSB-TCH2-660324-2019
	Kauswagan ES	OSEC-DECSB-TCH3-660049-2002
Jasaan	Aplaya ES	OSEC-DECSB-TCH3-660078-2001
	Jampason ES	OSEC-DECSB-TCH2-662529-1998
Kinoguitan	Kinoguitan CS	OSEC-DECSB-TCH2-660320-2019
Lagonglong	Lagonglong CS	OSEC-DECSB-TCH2-662527-1998
	Tabok ES	OSEC-DECSB-TCH3-660728-2014
Laguindingan	Laguindingan CS	OSEC-DECSB-TCH3-660294-2008
Lugait	Kalangahan ES	OSEC-DECSB-TCH2-660586-2022
	Lugait CS	OSEC-DECSB-TCH3-662405-1998
Manticao	Malibato IS	OSEC-DECSB-TCH2-663844-1998
	Manticao CS	OSEC-DECSB-TCH2-660044-2012
	Manticao CS	OSEC-DECSB-TCH3-660163-2017
	Pagawan ES	OSEC-DECSB-TCH3-663757-1998
	Patag ES	OSEC-DECSB-TCH2-664027-1998
	Punta Silum IS	OSEC-DECSB-TCH2-662492-1998
	Punta Silum IS	OSEC-DECSB-TCH2-664172-1998
	Punta Silum IS	OSEC-DECSB-TCH2-664248-1998
Tuod IS	OSEC-DECSB-TCH2-660046-2002	
Naawan	Linangkayan ES	OSEC-DECSB-TCH3-664531-1998
Salay	Salay CS	OSEC-DECSB-MTCHR2-660451-1998
	Salay CS	OSEC-DECSB-MTCHR2-660452-1998
	Salay CS	OSEC-DECSB-TCH2-663912-1998



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Sugbongcogon	Alicomohan ES	OSEC-DECSB-TCH3-660303-2019
Tagoloan	Tagoloan CS	OSEC-DECSB-TCH3-660624-2016
Talisayan	Kalamkam ES	OSEC-DECSB-TCH3-660323-2010
	Punta Santiago ES	OSEC-DECSB-TCH3-660280-2021
	Babanlagan ES	OSEC-DECSB-TCH2-660311-2019
	Sta. Ines ES	OSEC-DECSB-TCH2-664144-1998
	Babanlagan ES	OSEC-DECSB-TCH2-664150-1998
Villanueva	Vicente CMCS	OSEC-DECSB-MTCHR1-661192-1998
	Vicente CMCS	OSEC-DECSB-TCH3-660076-2001
	Vicente CMCS	OSEC-DECSB-TCH3-660293-2008
	San Martin IS	OSEC-DECSB-TCH2-660043-2012
	San Martin IS	OSEC-DECSB-TCH2-660191-2010
	San Martin IS	OSEC-DECSB-TCH2-664232-1998

JUNIOR HIGH SCHOOL		
Municipality	School	Item No.
Alubijid	Alubijid NCHS	OSEC-DECSB-TCH3-660222-2010
	Lourdes Alubijid NHS	OSEC-DECSB-TCH2-660007-2007
	Lourdes Alubijid NHS	OSEC-DECSB-TCH3-660582-2016
Balingasag	Baliwagan NHS	OSEC-DECSB-TCH3-660053-2007
	Baliwagan NHS	OSEC-DECSB-TCH3-660089-2001
	Misamis Oriental NHS	OSEC-DECSB-TCH3-660790-2014
	Misamis Oriental NHS	OSEC-DECSB-TCH2-660249-2014
	San Isidro NHS	OSEC-DECSB-TCH2-660258-2014
Claveria	Dr. Gerardo Sabal MNHS	OSEC-DECSB-TCH2-660399-2019
	Mat-i NHS	OSEC-DECSB-TCH3-660590-2016
	Patrocinio NHS	OSEC-DECSB-TCH3-660400-2022
Initao	Initao NCHS	OSEC-DECSB-TCH2-660105-2018
Jasaan	Danao NHS	OSEC-DECSB-TCH2-660246-2014
Lagonglong	Dampil NHS	OSEC-DECSB-TCH3-660196-2012
Libertad	Libertad NHS	OSEC-DECSB-TCH3-660106-2001
Lugait	Lugait NHS	OSEC-DECSB-TCH2-660792-2016
Manticao	Cabalantian NHS	OSEC-DECSB-TCH2-660012-2005
Medina	Medina NCHS	OSEC-DECSB-MTCHR1-661250-1998
	Medina NCHS	OSEC-DECSB-TCH3-660476-2003
	Portulin NHS	OSEC-DECSB-TCH2-660066-2002
MOGCHS	Misamis Oriental GCHS	OSEC-DECSB-MTCHR1-660024-2018
	Misamis Oriental GCHS	OSEC-DECSB-MTCHR1-661258-1998
	Misamis Oriental GCHS	OSEC-DECSB-MTCHR1-661263-1998
	Misamis Oriental GCHS	OSEC-DECSB-TCH3-663821-1998



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	Misamis Oriental GCHS	OSEC-DECSB-TCH3-663854-1998
	Misamis Oriental GCHS	OSEC-DECSB-TCH3-663858-1998
	Misamis Oriental GCHS	OSEC-DECSB-TCH2-664295-1998
	Misamis Oriental GCHS	OSEC-DECSB-TCH2-664299-1998
	Misamis Oriental GCHS	OSEC-DECSB-TCH2-660824-2016
Opol	Opol NSTS	OSEC-DECSB-TCH2-660149-2001
	Opol NSTS	OSEC-DECSB-TCH3-660022-2005
	Opol NSTS	OSEC-DECSB-TCH3-660066-2002
Salay	Salay NHS	OSEC-DECSB-TCH3-660060-2007
	Salay NHS	OSEC-DECSB-TCH3-660815-2014
	Dampias NHS	OSEC-DECSB-TCH3-660022-2002
Sugbongcogon	Sugbongcogon NHS	OSEC-DECSB-TCH2-660047-2005
	Sugbongcogon NHS	OSEC-DECSB-TCH2-660205-2008
Tagoloan	Tagoloan NHS	OSEC-DECSB-TCH2-660144-2010
Talisayan	Talisayan NHS	OSEC-DECSB-TCH3-660836-2014
Villanueva	Kalingagan NHS	OSEC-DECSB-TCH3-660027-2002
	Villanueva NHS	OSEC-DECSB-TCH2-660398-2019
	Villanueva NHS	OSEC-DECSB-TCH3-664449-1998

2. The Qualification Standards (QS) for the positions are as follows:

Position Title / Salary Grade	Qualification Standards			
	Education	Experience	Training	Eligibility
Teacher II / SG-12	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education ( <i>ELEMENTARY</i> )	1 year relevant experience	None required	RA 1080 (Teacher)
	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major ( <i>JUNIOR HIGH SCHOOL</i> )			
Teacher III / SG-13	Bachelor's degree in early childhood education (BECED) or its equivalent ( <i>KINDERGARTEN</i> )	None required	None required	RA 1080 (Teacher)
	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in Education ( <i>ELEMENTARY</i> )	2 years relevant experience	None required	RA 1080 (Teacher)



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	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major ( <i>JUNIOR HIGH SCHOOL</i> )			
Master Teacher I / SG - 18	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent ( <i>ELEMENTARY</i> )	3 years relevant experience	None required	RA 1080 (Teacher)
	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent ( <i>JUNIOR HIGH SCHOOL</i> )			
Master Teacher II / SG - 19	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent ( <i>ELEMENTARY</i> )	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)
	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent ( <i>JUNIOR HIGH SCHOOL</i> )			

3. The ranking criteria are as follows (see attached enclosures for details):

**A. Teacher II and Teacher III**

Performance	-	35 points
Experience	-	5 points
Outstanding Accomplishments	-	20 points
Education	-	25 points
Training	-	5 points
Potential	-	5 points
Psychosocial attributes	-	5 points
<b>TOTAL</b>		<b>100 points</b>

**B. Master Teachers**

Introduced / adopted materials	-	20 points
Subject Coordinator or Grade Chairman	-	12 points
Chairman of Special Committee	-	12 points
Educational Research Initiator	-	12 points



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Member	-	7 points
Coordinator of Community Projects		
Coordinator	-	12 points
Member	-	7 points
Organized / Managed In-Service Activity	-	12 points
Meritorious Achievement	-	10 points
Authorship	-	10 points
<b>TOTAL</b>		<b>100 points</b>
Demonstration Teaching	-	10 points

4. Concerned School Heads shall assign the School Human Resource Management Officer (HRMO) the responsibility of posting the vacancies at three (3) conspicuous places within and outside the school premises from **November 10-20, 2023**. They shall also be responsible for accepting letters of intent and supporting documents from interested applicants. School HRMO may be the non-teaching personnel assigned as Personnel Selection Board (PSB) Secretariat.

5. Interested applicants may submit their letters of intent to the respective school heads where vacancies exist and where they intend to apply. The deadline for submission is **5:00 o'clock in the afternoon** on **November 20, 2023**. The letter of intent is addressed to:

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent  
Department of Education – Division of Misamis Oriental

6. Applicants are required to submit the following documents in a clean, unmarked folder with appropriate **TABBING**:

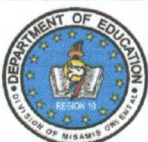
- a. Letter of intent (*addressed to Schools Division Superintendent*)
- b. Duly accomplished Personal Data Sheet (*CSC Form 212 Revised 2017*) and Work Experience Sheet. *You may download this form at [www.depedmisor.com](http://www.depedmisor.com)*
- c. Photocopy of Certificate of Eligibility/Rating/License
- d. Photocopy of Performance ratings in the last three (3) rating periods (*if applicable*)
- e. Photocopy of Certificate of relevant experience/employment (*Designation Order*)
- f. Photocopy of Certificate of outstanding accomplishments:

**FOR TEACHER II and TEACHER III positions**

- f.a. Outstanding Employee Award
- f.b. Innovations (*Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official*)
- f.c. Research and Development Projects (*Research Paper*)
- f.d. Publication / Authorship (*certification and article*)
- f.e. Consultant Resource Speaker in Trainings and Seminars

**FOR MASTER TEACHER positions**

- f.a. Introduced any of the following which has been adopted or used by the school or district:



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- Curriculum or instructional materials
  - Effective Teaching Strategy
  - Simplification of Work
  - Income Generating Project
- f.b. Subject Coordinator or Grade Chairman  
f.c. Chairman of Special Committee  
f.d. Educational Research  
f.e. Coordinator of Community Projects  
f.f. Organized / Managed In-Service Activity  
f.g. Meritorious Achievement of any of the following:
- Trainer / Coach to contestants who receive prizes, commendations or any form of recognition
  - Athletic Coach of athletes or teams who won prizes
  - Coordinator of BSP / GSP Activities
- f.h. Authorship (*certification and article*)  
g. Photocopy of Transcript of Records (*Bachelor's Degree / Masteral Degree / Doctorate Degree*)  
h. Photocopy of Certificate of relevant trainings and seminars attended  
i. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
7. Certificate of participation to national/international training must be supported with a certified copy of the authority to travel/participate in said national/international training and a Re-entry Plan in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's notarized sworn affidavit stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.
8. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Research and innovation must have an approval sheet with manuscript and abstract.
9. The School Personnel Selection Board (PSB) shall conduct an initial evaluation of applicant documents on **November 21-22, 2023**, which shall result in a School Selection Line-up to be certified by the School Principal.
10. The School Selection Line-up shall be posted on **November 24, 2023**. School Selection Line-up is the list of qualified applicants who shall be notified through text message by the School PSB Secretariat.
11. School Evaluation and Interviews shall be conducted by the School PSB on **December 11-13, 2023**, at their respective schools.
12. **DepEd Order No. 66, s. 2007** (Teacher II and Teacher III positions) and **MEC Order No. 10, s. 1979** (Master Teacher positions) shall serve as the basis for document





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evaluation and interviews. **No additional documents shall be accepted after the ranking process.**

13. On **December 18, 2023**, the concerned School Heads are directed to submit the following documents to the Division Office (you may download the forms at [bit.ly/RankingDocuments](http://bit.ly/RankingDocuments)):

- a. Selection Line-up
- b. Certification of Posting of Selection Line-up
- c. Comparative Assessment Result
- d. Minutes of Ranking
- e. Applicants' folder with Deliberation Sheet

14. The **Final Evaluation** of documents by the Division Human Resource Merit Promotion Selection Board (HRMPSB), along with the Chairman of the School Personnel Selection Board, shall be communicated through a separate memorandum.

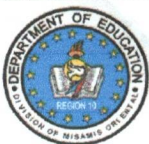
15. Throughout the entirety of this activity, all applicants are expected to adhere DepEd Order No. 29, s. 2002, which enforces this Office's Implementation of Equal Employment Opportunity Principle (EEOP), ensuring equal opportunity regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

16. Only the qualified applicants who can attend the interview/deliberation shall be included in the Comparative Assessment Result.

17. Immediate dissemination of this memorandum to all concerned is encouraged.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

OSDS-ELO/EGD/JLSR/mce/smf



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