



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

**Office of the Schools Division  
Superintendent**

**May 8, 2023**

**DIVISION MEMORANDUM**

No. 257 s. 2023

**ANNOUNCEMENT OF VACANCY TEACHING POSITION FOR  
MADRASAH EDUCATION PROGRAM (MEP) UNDER  
CONTRACT OF SERVICE (COS)**

To: **Assistant Schools Division Superintendent  
CID-Chief Supervisor  
SGOD-Chief Supervisor  
Education Program Supervisor-Inclusive Education  
All Others Concerned  
This Division**

1. This Office, through the Curriculum Implementation Division (CID), hereby informs the field on the Announcement of Vacancy Teaching Position for Madrasah Education Program (MEP) under the Contract of Service (COS).
2. Based on the selection process and standard criteria stipulated in the DepEd Order No. 30, s. 2012, the following shall be considered:

Criteria	Indicators
A. Islamic Education	Order of Priority <ul style="list-style-type: none"><li>▪ Kulliyah (College Graduate)</li><li>▪ Kulliyah Mutawassit (Junior College)</li><li>▪ Thanawi (High School Graduate)</li></ul>
B. Secular Education	Order of Priority <ul style="list-style-type: none"><li>▪ Education Graduate</li><li>▪ Non-Education Graduate</li><li>▪ College Level</li><li>▪ SHS graduate, JHS completer and ALS A&amp;E JHS passer</li></ul>

*ELO/cpv/IE-jrlp*



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
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C. Teaching Experience	<ul style="list-style-type: none"><li>At least with one (1) year experience in Madrasah</li><li>Locally recognized ustadz/ustadza or member of any Ulama (Muslim Scholars) grouping</li></ul>
D. QEALIS	<ul style="list-style-type: none"><li>The Ustadz and Ustadza should passed the QEALIS</li><li>If not passer, may be considered and be hired temporarily for as long he has obtained other qualifications such as LET Passer and Thanawi (high school graduate) in Arabic Education</li></ul>
E. Specialized Training and Skills	<ul style="list-style-type: none"><li>At least with 3 days specialized training and skills in Arabic.</li></ul>
F. Oral Interview and Written Examination (Essay Type)	Applicants shall be interviewed on the following: <ul style="list-style-type: none"><li>Teaching Experience</li><li>Instructional strategies and materials</li><li>Classroom discipline and management</li><li>Personal qualities</li><li>Working relationship with others</li><li>Knowledge on contents</li></ul>
G. Demonstration Teaching for ALIVE Subjects	Demonstration Teaching is designed specifically for the teaching positions the applicants are applying for.
H. Personal Health	Physically and mentally healthy
I. Age	Preferably at least 18 to 50 years old
J. Residency	Local resident

3. Aspiring applicants shall submit pertinent documents in 2 copies to the Division Office attention Dr. Joanna Ruby L. Presente, Division MEP Coordinator **on or before May 19, 2023, at 5:00 o'clock in the afternoon.** No Additional documents shall be accepted after the deadline, to wit:

- Application letter shall be addressed to the Schools Division Superintendent and submitted to the Division Office.
- CSC form 212 (Revised 2005) in two copies with the latest 2x2 ID Picture with Name Tag (Given Name, M.I., Last Name).
- Certified photocopy of Certificate of Rating (COR) obtained in the Qualifying Examination for Arabic Language and Islamic Studies – QEALIS (If available).

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- d. Certified Photocopy of Permanent Records/Transcript of Records for both Islamic and Secular Education.
  - e. Copies of Certificate of Employment and School clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
  - f. Certified photocopy of Islamic and Secular Education certificates of specialized trainings and skills trainings, seminars and if any.
  - g. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the Screening Committee.
  - h. Barangay, Police and NBI clearance (if possible).
  - i. Medical certificate and Neuro-psychiatric test (if possible).
  - j. Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant.
4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 2.j above). Any violation shall automatically disqualify the applicant from the selection process.
5. For queries, please contact Dr. Joanna Ruby L. Presente, Division MEP Coordinator, through her mobile phone no.: +639673775966.
6. Immediate dissemination and compliance of this Memorandum is immensely desired.

For the Schools Division Superintendent:

**ERLINDA G. DAEL, PhD, CESE** *DA*  
OIC-Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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