



October 21, 2015

## Division Advisory

Per DepEd Senior High Bulletin, the Division of Misamis Oriental calls on interested teachers, professionals, practitioners, and experts to apply for full-time and part-time teaching positions for Grades 11 and 12 for the School Year (SY) 2016-2017.

Applicants must be interested in teaching the core curriculum and/or applied and specialized subjects under the four (4) Senior High School (SHS) Tracks.

Interested applicants should be a Filipino Citizen and must submit the following documents:

### **Mandatory requirements for all applicants:**

- Letter of intent which shall indicate the following information:
  - a. Statement of purpose/expression of interest
  - b. Track(s)/Strand(s)/Subjects(s) applying for
  - c. Preferred school(s), if any
- CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture
- Certified photocopy of certificates of relevant specialized trainings, if any
- Certified copy of Voter's ID and/or any proof of residency
- National Bureau of Investigation (NBI) clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

### **Additional requirements for permanent full-time positions:**

- Certified photocopy of Diploma on Bachelor's degree
- Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject
- Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license, if available
- Certified photocopy of ratings obtained in the Licensure Examination for teachers(LET)/Professional Board Examination for Teachers (PBET), if available

### **Additional requirements for TVL teacher-applicants (for both full-time and part-time):**

- Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. at least NC-III in SMAW to teach SMAW-NC-II)
- Certified photocopy of Trainers Methodology Certificate (TMC), if available

### **Additional requirement for Arts & Design and Sports Tracks teacher-applicants:**

- Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild

### **Additional requirement for HEI/TVI faculty:**

- Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

The said documents should be submitted at the Division Office on or before October 30, 2015.

The purpose of this call is to have a preliminary pool. Once the teaching positions are created, this Office shall publish vacancies for a period of ten (10) days in compliance with RA No. 7041 (Publication Law). Interested candidates shall be required to submit their formal application. They shall then be ranked following DepEd's evaluation criteria and selection process, which will be issued at a later date. Hiring and placement of successful applicants shall be according to the following general guidelines:

1. Priority shall be based on ranking.
2. Affected/displaced faculty from higher education institutions shall likewise be given priority.
3. The teaching rank, salary grade and status of appointment will depend on the applicant's qualifications.
4. Permanent full-time status shall only be given to applicants with PRC teaching license and/or appropriate certification.
5. This Office shall determine the applicants' school assignments in consultation with the SHS.



**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

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