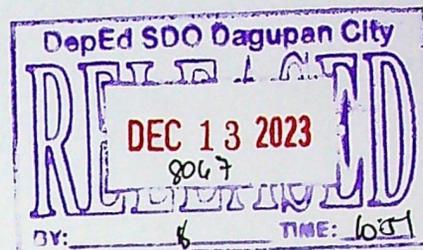




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 457, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

DATE: December 7, 2023

SUBJECT: **CALL FOR APPLICATION FOR TEACHER I POSITIONS WITH SPECIALIZATION IN TVL – Home Economics**

1. This Division is now accepting applications for **Teacher I** positions with specialization in **TVL – Home Economics (with NC II Hairdressing / Beauty Care / Nail Care / Massage)**. Below are the qualification standards for the position:

Position / Salary Grade	Monthly Salary	QUALIFICATION STANDARD				
		Education	Training	Experience	Eligibility	Competency
Teacher I (SG 11)	27,000	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NCII (Appropriate to the specialization)	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	

2. The functions of the position are as follows:

Teacher I

- a. Applies mastery of content knowledge and its application across learning areas;
- b. Facilitates learning using appropriate and innovative teaching strategies and classroom management practices;
- c. Manages an environment conducive to learning;
- d. Addresses learner diversity;
- e. Implements and supervises curricular and co-curricular program to support learning;
- f. Monitors and evaluates learner progress and undertakes activities to improve learner performance;
- g. Maintains updated records of learners' progress;
- h. Counsels and guides learners;
- i. Works with relevant stakeholders, both internal and external, to promote learning and improve school performance;
- j. Undertakes activities towards personal and professional growth;
- k. Does Related work.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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3. Interested applicants are required to submit two sets of folders containing the following documents:
- Letter of intent addressed to the SDS;
 - Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - 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;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - Photocopy of latest appointment, if applicable;
 - Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official.

Deadline for submission of abovementioned documentary requirements shall be on DEC 27 2023. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

No additional documents shall be accepted after the deadline.

Submission of applications may be done thru any of the following modes:

- Personal submission to the Division Office Records Section (*preferred mode*); or
- Online submission thru the official email address (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *level_full name of applicant* (ex. ELEM_Juan C. Dela Cruz)

Application documents shall be fastened in a long folder in an orderly manner with proper ear tabs and shall be addressed to:

ROWENA C. BANZON, CESO V
Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph





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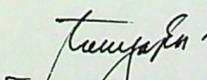
4. Below is the schedule of activity:

Activity	Timeline	Remarks
1. Submission of Application Documents	December 11, 2023 to December 21, 2023	Closing time for acceptance of applications on the last day of submission: Division Office Records Section: exactly 5:30PM Online submission: on or before 12 midnight
2. Posting of Initial Evaluation Result (IER) / List of Official Applicants	December 22, 2023	Official list of applicants will be posted in 3 conspicuous places in the Division Office and the Division Official website (depeddagupan.com)
3. Conduct of Evaluative Assessment		
- Classroom Observation / Demonstration Teaching	Any day between January 2 to 5, 2024	Venue to be announced
- Teacher Reflection		
- Assessment of Documents for Education, Training, Experience, and PBET/LET/LEPT; and		
- Issuance of Individual Evaluation Sheet		
4. Submission of Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA Values Education) to the Appointing Authority	January 9, 2024	
5. Posting/Publication of CAR-RQA (Values Education)	January 10, 2024	To be posted in the division official website (depeddagupan.com) and in 3 conspicuous places of the division office

This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

As reference for assessment, applicants are encouraged to refer to DepEd Order No. 007, s. 2023.

For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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