



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

February 21, 2024

SCHOOL MEMORANDUM

No. 003, s. 2024

**CALL FOR APPLICATION FOR THE POSITION OF SENIOR HIGH SCHOOL
TEACHER III**

To: ALL CONCERNED

1. Pursuant to DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions effective School Year (SY) 2016-2017", DepEd Order No. 27, s. 2016 entitled "Qualification Standards (QS) for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)", this office informs the field of the opening of application for the position of one (1) Teacher III. Please be informed that the candidates must meet the criteria stipulated in the DO No. 66 s. 2007, to wit:

TEACHER III

- a) Letter of Intent addressed to the School Head which contains statement of purpose/ expression of interest, and subject group he/she intends to teach;
- b) CSC Form 212 (Revised 2017) Personal Data Sheet with latest passport size picture;
- c) Certificate/ computation of General Weighted Average (GWA);
- d) Certified photocopy of Transcript of Records with at least 12 units towards a Master's degree in relevant strand/subject (for academic track and core subjects); with 18 units of specialization in the relevant subject for (arts and design track); with 18 units of specialization in fields under the Track (for sports track);
- e) Certified photocopy of Diploma on master's degree;
- f) Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
- g) Certified photocopy of certificates of relevant specialized training, if any;
- h) Certified copy of Voter's ID and/ or any proof of residency;
- i) National Bureau of Investigation (NBI) Clearance;
- j) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant;
- k) Certified photocopy of ratings obtained in the Licensure;



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

- l) Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET);
 - m) 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. NC III in SMAW to teach SMAW NC II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) (Additional requirements for **TVL** teacher applicants);
 - n) Certified photocopy of Trainers Methodology Certificate (TMC), if available (Additional requirements for **TVL** teacher applicants);
 - o) Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild (Additional requirements for **Arts and Design and Sports** teacher applicants); and,
 - p) Certified photocopy of Certification of Status of Employment/ Service Record from HEI/TVI (Additional requirements for **HEI/TVI** faculty).
2. All qualified and interested applicants are advised to submit their folder with the following pertinent documents, properly labelled and with ear tag per criterion on or before **1 March 2024** following the arrangement:
- a) CSC Form 212 (Revised 2017) Personal Data Sheet with latest passport size picture;
 - b) Performance Rating for the last 3 years;
 - c) Updated Service Record;
 - d) Certified photocopy of Transcript of Records;
 - e) PRC License/Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET); and,
 - f) Certificates and other pertinent documents.
3. Only documents submitted **on or before the deadline** shall be evaluated and **no additional documents shall be honored thereafter**.
4. Intermediate and widest dissemination of this Memorandum is earnestly desired.


SALLY P. GENUINO
Principal II