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| <b>Place of Assignment :</b>  | Division of Tanjay City   |
| <b>Position Title :</b>       | TEACHER II  |
| <b>Plantilla Item No. :</b>   | TCH2-526416-1998  |
| <b>Salary/Job/Pay Grade :</b> | SG - 12   |
| <b>Monthly Salary :</b>       | Php 32,245.00   |
| <b>Eligibility :</b>          | R.A. 1080 (Teacher)   |
| <b>Education :</b>            | Bachelor's degree in Elementary Education (BEED); or<br>Bachelor's degree with 18 professional units in education |
| <b>Training :</b>             | None required   |
| <b>Work Experience :</b>      | 1 year relevant experience  |

**Competency :**

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 22, 2025.

**Documents:**

1. Letter of Intent addressed to the Schools Division Superintendent (indicating the position applied for);
2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable;
5. 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 applicable;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the 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;
10. 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
11. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:
  - a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - b) Photocopy of the Performance Rating obtained from the relevant work experience, if Performance

Rating is not relevant to the position to be filled, if applicable.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ESTELA B. SUSVILLA, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
Brgy 9, Opao, Tanjay City  
jake.mercado@deped.gov.ph

Acceptance of applicants is governed by Equal Employment Opportunity Policy, thus there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

**EEOP Policy Statement:**

Pursuant to the institutionalization of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Schools Division of Tanjay City strictly adheres to the Equal Employment Opportunity Principle (EEOP) transparency regardless of age, sex, sexual orientation, gender identity or preference, civil status, pregnancy and maternity-related conditions, paternity and filiation, solo parent, religious affiliation or spiritual beliefs, physical/mental disability, socio-economic status, income class, geographical origin, ethnicity and/or cultural heritage, language or dialect, political affiliation, and others, without discrimination of any kind.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** February 12, 2025

**Closing Date :** February 22, 2025