



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Purok 6, Casisang, Malaybalay City

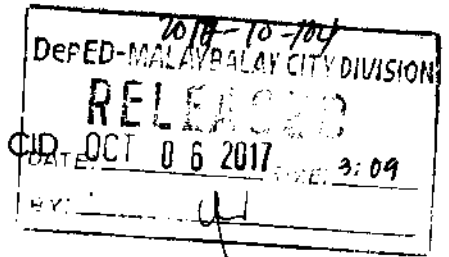
Telefax: (0880 or 088) 413-0094 email: [depedmlycity@gmail.com](mailto:depedmlycity@gmail.com)



**DIVISION MEMORANDUM**

No. 519 s. 2017

**TO:** Chief Education Supervisors and Staff, SGOD and CID  
Public Secondary School Heads  
All other concerned  
This Division



**FROM:** EDILBERTO L. OPLENARIA, CESO VI  
DIC- Schools Division Superintendent

**DATE:** October 5, 2017

**SUBJECT: SPECIAL SHS RECRUITMENT OF TEACHER I AND II APPLICANTS FOR TVL TRACK (HOME ECONOMICS, INDUSTRIAL ARTS, ICT AND AGRIFISHERY ARTS) FOR THE SCHOOL YEAR 2017-2018**

1. The field officials are hereby informed of the enclosed hiring guidelines in receiving of the application for Senior High School positions which shall now proceed following the procedures of Memorandum OM-PFO-2017-1097, dated September 22, 2017 as enclosed.
2. This Office further announces that the receiving of applications of the aforementioned positions will commence on **October 9-16, 2017** in the respective schools where applicants wish to apply for the documentary verification and certification of the schools screening committee as indicated.
3. The issuance of these guidelines aims to clearly define the application, selection, and appointment process of Senior High School teachers as well as to establish professional standards and evaluation criteria which will ensure that highly competent individuals with appropriate qualifications and specializations are hired to teach in Senior high schools.
4. As provided in the enclosed **DepEd Order No. 3, s. 2016 page 5** an applicant shall submit to the head of the Senior High School the following documents;



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Requirements	Applicants for Permanent Positions	Applicants for Part-time Positions
Mandatory Requirements	<ul style="list-style-type: none"><li>• Letter of intent which shall indicate the following information:<ol style="list-style-type: none"><li>a. Statement of Purpose/expression of interest</li><li>b. Subject group he/she intends to teach</li><li>c. Preferred school(s), if any</li></ol></li><li>• CSC Form 212, revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture.</li><li>• Certified photocopy of certificates of relevant specialized trainings, if any</li><li>• Certified copy of voter's ID and/or any proof of residency</li><li>• National Bureau of Investigation Clearance</li><li>• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li></ul>	
Additional Requirements	<ul style="list-style-type: none"><li>• Certified photocopy of Diploma on Bachelor's degree.</li><li>• Certified copy of transcript of records with at least 15 units of specialization in relevant strand/specialized subject.</li><li>• Certified photocopy of PRC professional identification Card</li><li>• Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.</li></ul>	<ul style="list-style-type: none"><li>• Written approval from his or her head of unit if he/she is currently employed by the national government or the local government unit.</li></ul>
Additional Requirements of TVL Teacher Applicants	<ul style="list-style-type: none"><li>• TESDA National Certificate of at least one higher level than the course to be taught in the subject to be taught (e.g. NC III in the SMAW to teach SMAW –NC-II) or same NC if there is no NC higher level. Exceptions are given to applicants for courses with no National Certificates (e.g. handicraft courses)</li><li>• Certified photocopy of trainers Methodology Certificate (TMC), if available</li></ul>	
Additional Requirements for HEI/TVI faculty	Certified photocopy of certification of status of employment/service record from the HEI/TVI	



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Academic personnel applicants from HEI's must present a certificate of service rendered and of good standing submitted shall be duly authenticated by the Administrative Officer.

All documents submitted shall be duly authenticated by the Administrative Officer. Applicants for BNHS and its annexes shall be authenticated by **Mr. Almaco Filemon A. Villanueva Jr.**, Administrative Officer IV, while other applicants shall be authenticated by **Ms. Florabelle R. Porras**, Administrative Officer IV-Records Section.

The school screening committee shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted in support to the application following the format attached in enclosure no. 2

5. All applicants must register to the Department's online system at **application.deped.gov.ph** where Personal Data Sheet is electronically generated to be included in the application documents.
6. Further, you are directed to observe the schedule of activities in the selection process set by this office as timetable attached as enclosure 1.
7. This Memorandum shall be posted in the division/District/School Bulletin Boards information and guidance of all concerned.
8. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.



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Enclosure no. 1 of Division Memorandum no. 579 s. 2017

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF SENIOR HIGH  
SCHOOL TEACHER APPLICANTS**

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>
October 9-16,2017	Submission of documents by Senior High School Teacher applicants to the School screening committee.	Teacher   Applicants
October 17, 2017	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
October 20, 2017	Evaluation of documents of the Senior High School Teacher applicants by the Division Selection Committee at Division Multi-purpose Hall.	Division Selection Committee
October 26-27, 2017	Conduct of interview and demonstration teaching of the Senior High School Teacher applicants by the Division Selection Committee at Bangcud National High School.	Teacher   Applicants
November 6, 2017	Submission of eRQA to the office of the Schools Division Superintendent	Division Selection Committee
November 13, 2017	Posting of the Registry of Qualified Applicants	Division Selection Committee



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**OMNIBUS SWORN STATEMENT**

Republic of the Philippines)

City of Malaybalay )S.S.

**AFFIDAVIT**

I, \_\_\_\_\_, of legal age \_\_\_\_\_,  
( Name of Affiant) (Civil Status)  
\_\_\_\_\_ and residing at \_\_\_\_\_  
(Nationality) (Address of Affiant)

After having been duly sworn in accordance with law, do hereby depose and state that:

1. Each of the documents submitted in satisfaction of my application for teaching position is an authentic copy of the original, complete and all statements and information provided therein are true and correct.
2. I am authorizing the selection committee or its duly authorized representative(s) to verify all documents submitted as to completeness and authenticity.

IN WITNESS WHEREOF, I have hereto set my hand this \_\_\_\_\_day of \_\_\_\_\_, 2017 at Malaybalay City, Bukidnon, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_day of \_\_\_\_\_, 2017 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. \_\_\_\_\_ issued on \_\_\_\_\_th day \_\_\_\_\_, 2017 at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2017



Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kathin**  
*Office of the Undersecretary*

DEPARTMENT OF EDUCATION ROU  
 RECORDS SECTION  
**RECEIVED**

**MEMORANDUM**  
 OM-PFO-2017-1097

By: S 1709-4763  
 Date: 9-26-17 Time: 11:21

**TO:** All Regional Directors  
 All Schools Division Superintendents  
 All Others Concerned

RECEIVED  
 Date: 9-26-17  
 Signature: [Signature]

**FROM:** JESUS L.R. MATEO  
*Undersecretary for Planning and Field Operations*

**SUBJECT:** *Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track*

**DATE:** 22 September 2017

In January 2016, the Department issued DepEd Order (DO) No. 3, s. 2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017* which defines the application, selection, and appointment process of SHS teachers as well as establishes professional standards and evaluation criteria to ensure that highly competent individuals with the appropriate qualifications and specializations are hired to teach in SHSs.

After the first year of implementation of SHS, however, several issues concerning the hiring of SHS teachers have been raised. One of the major concerns is the Qualification Standards (QS) for teaching positions in the Technical-Vocational-Livelihood (TVL) track being too high, particularly on the Training requirement. Some TESDA specializations are only up to National Certificate (NC) level II which limits the teachers' opportunity to qualify for higher positions and promotion (e.g., bread and pastry). This also caused the disapproval/invalidation of appointments submitted to the Civil Service Commission (CSC) on the basis of not meeting the Training requirement.

In this regard, in consultation with the TESDA and with the approval of the CSC, we are hereby disseminating the attached Resolution No. 1701192 dated August 7, 2017 on the *Amended Qualifications Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track*. Hiring to the said positions should meet the requirements stated in the amended QS, subject to existing guidelines on the appointment and promotion of teaching positions. In addition, the amended QS shall be applied to appointments issued to teaching positions during SY 2016-2017 which have been pending with the CSC. The Schools Division Office (SDO) shall also be allowed to file a Motion for Reconsideration to their respective CSC Regional Offices (RO) on the disapproved/invalidated appointments prior to the approval of the amended QS, or an Appeal to the Commission proper if the Motion for Reconsideration has already been denied by the CSC RO prior to the approval of the amended QS.

A DepEd Order to this effect shall be issued in the soonest possible time. Thank you.

BHROD-HRDD/Cristiano



**QUALIFICATION STANDARDS**

Re: Amended QS of Senior High School  
Teaching Positions, Technical-Vocational  
Livelihood (TVL) Track, Department of Education

X-----X

301783 9:01

**NO. 172 OF RESOLUTION**

Sir/Madam:

The Commission promulgated on August 7, 2017 Resolution No. 1701192 on the above-cited case, copy attached. Its original is on file with this Commission.

August 9, 2017.

Very truly yours,

*Dolores B. Bonifacio*  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office

Copy furnished:

Undersecretary Jesus L. R. Mateo  
Department of Education  
DepEd Building, Marulao Avenue  
1600 Pasig City

Secretary Leoner M. Briones  
Department of Education  
DepEd Building, Marulao Avenue  
1600 Pasig City

Director II Henry B. Palillo  
Civil Service Commission Field Office-Makati  
7<sup>th</sup> Floor Building 2, Makati City Hall  
Poblacion  
1200 Makati City

Director IV Judith D. Chicans  
Civil Service Commission National Capital Region  
No. 25 Kalinyas Street, Banawe  
1100 Quezon City

*cc/secret/brs*

17-77 A  
RECEIVED  
NAME: *RAM/AM*  
DATE: *9/17/17 - 3:15 pm*

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



**QUALIFICATION STANDARDS**

Re: Amended QS of Senior High School Teaching Positions, Technical-Vocational Livelihood (TVL) Track, Department of Education

Number: 1701192

Promulgated: 07 AUG 2017

X-----X

**RESOLUTION**

Jesus L. R. Mateo, Undersecretary, Department of Education, in his letter dated April 21, 2017 submitted to the Commission for approval the following proposed amended experience and training requirements for the Senior High School (SHS) teaching positions in the Technical-Vocational Livelihood (TVL) Track:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	Regular applicants for permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC II + TMC I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC II + TMC I *Appropriate to the specialization	Regular applicants for a contractual position: None required
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC II + TMC I *Appropriate to the specialization	Practitioners (part-time only): None required
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC II + TMC I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 years of relevant industry work experience	At least NC II + TMC I *Appropriate to the specialization	

Certified True Copy

**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

Bawat Kawani, Lingkod Bayani



The existing qualification standards for the SHS teaching positions in the TVL Track provided under CSC Resolution No. 1600358 promulgated on April 05, 2016, (QS Re: teaching positions for Senior High School, Department of Education), are as follows:


Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II *Appropriate to the specialization	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible<sup>1</sup>, they must pass the LET within (5) years after the date of first hiring</li> <li>Applicants for a contractual position: None Required</li> <li>Practitioners (part-time only): None required</li> </ul>
Teacher II (Senior High School)	12	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC* II +TMC** I. *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	1 year relevant teaching/industry work experience	At least NC* III +TMC** I. *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	2 years relevant teaching/industry work experience	At least NC* IV +TMC** I. *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	3 years relevant teaching/industry work experience	At least NC* III +TMC** II *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	4 years relevant teaching/industry work experience	At least NC* IV +TMC** II *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	5 years relevant teaching/industry work experience	At least NC* II +TMC** II *Appropriate to the specialization	

\*NC - National Certificate

\*\*TMC - Trainer's Methodology Certificate

As represented by Undersecretary Mateo, in his letter dated April 21, 2017, the above-cited existing QS particularly the training requirement for the TVL track rendered appointments to same positions impossible as "some specializations offered by TESDA are only up to NC II and/or TMC I."

Undersecretary Mateo further represented that the NCII and TMC I requirements were discussed at length with the Technical Education and Skills Development Authority (TESDA) National Institute for Technical Education and Skills Development and Qualification and Standards Office. As a result, the training requirements were lowered to ensure that appointments are possible for all subject positions under the TVL tracks with corresponding increase in experience requirements for the overall QS of SHS TVL teachers to still be comparable to those of the other tracks.

3  
  
**SEYMOUR R. PAJARES**  
 Chief Personnel Specialist  
 Commission Secretariat & Liaison Office

<sup>1</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

In the same letter, Undersecretary Mateo requests that once the proposed amended QS for SHS TVL teaching positions are approved, they will be applied retroactively to all pending appointments submitted to the Commission since the previous school year.

In an earlier letter dated February 1, 2017 addressed to Chairperson Alicia Dela-Rosa Bala, Undersecretary Mateo sought reconsideration of the invalidated appointments of teachers from the Schools Division Office (SDO) of Catanduanes and SDO Meycauayan, to wit:

*"The appointment of 11 teachers from SDO of Catanduanes for the position of Teacher III were invalidated on the basis of not meeting the training requirement which, xxx is at least NC III and TMC I (appropriate to the specialization). However, upon further review by the Central Office and as raised by various field offices and applicants, some specializations offered by TESDA are only up to NC II and/or TMC I. Thus, meeting the QS, specifically the training requirements, would be impossible for these specializations." (underscoring supplied for emphasis)*

Undersecretary Mateo further represented that the current number of regular teaching complement cannot address the demands for teachers particularly for the K-12 Senior High School Curriculum. Further, the DepEd is still faced with at least 30,000 vacant teaching positions for filling up.

Relevant to the request of DepEd is the Philippine Qualifications Framework which provides that the completion of technical-vocational courses shall merit the conferment of National Certificate II only. Inasmuch as the completion of technical-vocational course(s) shall be considered as appropriate education for SHS positions, thus, requiring at least NC II as training requirement shall ensure alignment of the QS.

On the Trainer Methodology Certification (TMC) requirement, the Commission validated DepEd's representation through a review of the TESDA's Training Regulations Manual. The review revealed that Trainers Methodology Certificate Level I (TMC I) consists of competencies that a Technical and Vocational Education and Training (TVET) trainer and assessor must achieve. Hence, a holder of TMC I is considered to be a qualified and competent TVET Trainer/Technical Trainer, Training Facilitator/Coordinator and Competency Assessor.

On the other hand, Trainers Methodology Certificate Level II (TMC II) consists of competencies a TVET trainer or technical trainer must achieve in performing functions as training designer/developer. Therefore, a holder of TMC II is considered to be a qualified and competent Curriculum designer, Instructional designer and Training designer/developer.

*C*  
Certified True Copy:

**SEYMOUR E. FAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

Considering the nature of the work of SHS teaching positions vis-à-vis the description of TMC I and TMC II, it clearly shows that TMC I is the appropriate training requirement for the SHS teaching positions in the TVL track.

With regard to DepEd's request for the retroactive application of the amended QS once approved, it is emphasized that the present policy of the Commission provides that the reckoning period in determining the qualifications of an appointee shall be on the date of the issuance of the appointment. However, the Commission recognizes the fact that there was inadvertence in the formulation of the QS which the DepEd now seeks to rectify along with the exigency of recruiting and assessing teachers for the SHS TVL Track.

Based on the foregoing, the Commission finds merit to the DepEd's commitment and willingness to resolve its oversight in the qualification standards by working closely with the TESDA to propose the amendment in the qualification standards for the experience and training requirements. Hence, based on the facts gathered as evidenced by the disapproved/invalidated appointments, the application of the amended QS to the issued appointment may be considered and given a curative effect due to the urgency of the requirement and its impact to appointment to SHS teaching positions in the DepEd.

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

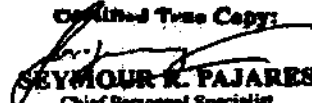
*"(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office."*  
(Underscoring supplied)

Paragraph 3, Policy No. 2, Part 2 (General Policies) of CSC Resolution No. 030962 (Revised Policies on Qualification Standards), dated 12 September 2003 states that:

*"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."*

An evaluation of the proposed amended qualification standards for the experience and training requirements reveals that the amended experience and training qualification standards are necessary and appropriate in the performance of the duties and responsibilities of the subject positions.

Original True Copy:

  
**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

**WHEREFORE**, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the subject positions in the SHS teaching positions in the TVL Track of the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Teacher I (Senior High School)	11	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible<sup>2</sup>, they must pass the LET within (5) years after the date of first hiring</li> <li>Applicants for a contractual position: None Required</li> <li>Practitioners (part-time only): None required</li> </ul>
Teacher II (Senior High School)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Teacher III (Senior High School)	13	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher I (Senior High School)	18	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher II (Senior High School)	19	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher III (Senior High School)	20	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 1 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	
Master Teacher IV (Senior High School)	21	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	2 years of teaching experience and 2 year of relevant industry work experience	At least NC* II +TMC** I *Appropriate to the specialization	

\*NC - National Certificate

\*\*TMC - Trainer's Methodology Certificate

The Commission **FURTHER RESOLVES** to apply the approved QS to appointments issued for the subject positions during SY 2016-2017 which have been pending with the Commission. The DepEd is not precluded from filing a Motion for Reconsideration or Appeal to the respective CSCRO or to the Commission proper on the disapproved/invalidated appointments to subject positions prior to the approval of this amended QS.

Digitized True Copy:

**SEYMOUR K. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

<sup>2</sup> They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

The Commission **RESOLVES FURTHERMORE**, that the approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions in the Department of Education.


Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

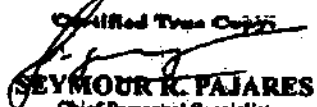
Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
Commissioner

Attested By:  
  
**DOLORES B. BONFACIO**  
Director IV  
Commission Secretariat and Liaison Office

  
**SEYMOUR K. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office