



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



20 Jun 2025

**DIVISION MEMORANDUM**

No. 228, s. 2025

**ACCEPTANCE OF APPLICATION FOR WEST DISTRICT TEACHER II POSITION**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors - SGOD & CID  
Unit Heads  
EPSs and PSDSs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the acceptance of applications for Teacher II of Lucena West IV Elementary School.
2. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use the **DepEd Order No. 007 s. 2023** - "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and **DepEd Order No. 20 s. 2024** - "Guidelines on Recruitment, Selection, and Appointment to Higher Positions".
3. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or Indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
4. The CSC minimum qualification standards for the vacant positions are as follows:

**HIGHER TEACHING POSITION**

<b>POSITION:</b>	TEACHER II (Elementary) (1 Item)
<b>SALARY GRADE:</b>	12
<b>ITEM NUMBER:</b>	OSEC-DECSB-TCH2-270693-2024
<b>EDUCATION:</b>	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	1 Year Relevant Experience
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City



5. All interested applicants are **required** to input their application details using the provided link below. Applicants who do not input their details **will not be** included in the pool of applicants.

Link: <https://tinyurl.com/SDOLucena2025Hiring-013>

The cut-off score for the vacant positions are as follows:



Teacher II (Elementary)	50 points
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6. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **June 30, 2025, 5:00 p.m. only.**
7. **ARRANGE AND USE TAB/DIVIDERS/LABEL FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS, TO WIT:**

**Mandatory Requirements**

- a. Letter of intent addressed to the Schools Division Superintendent:

**Susan DL. Oribiana**  
Schools Division Superintendent  
Division of Lucena City

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of authenticated valid & updated PRC License/ID, if applicable
- e. Photocopy of authenticated Certificate of Board Rating, if applicable
- f. Photocopy of authenticated scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of Certificate/s of relevant specialized trainings or Professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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)



- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
8. Application documents and any additional submissions received **after the deadline will not be accepted or considered**. Furthermore, applicants who submit **original copies of the required documents will not be accepted**.
  9. Applicants who failed to submit **COMPLETE MANDATORY DOCUMENTS/ REQUIREMENTS** indicated above shall not be included in the pool of official applicants. (*DepEd Order No. 20 s. 2024 Article V, item no. 19*)
  10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly **signed**. Any false and fraudulent document submitted shall be ground for disqualification.
  11. Applicants may refer to the link and QR code below for the Checklist of Requirements and Omnibus certification and duties and responsibilities.

Link: <https://tinyurl.com/SDOLucenaHiringForms2025-013>



12. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
June 20 - June 30, 2025	Submission of application documents	Records Unit Personnel Unit
July 1-3, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO Secretariat
TBA (To be advised)	Conduct initial evaluation of documents based on the qualification standards	HRMPSB
TBA (To be advised)	Schedule of Open Ranking	HRMPSB Applicants

13. Immediate dissemination of this Memorandum is desired.

**For the Schools Division Superintendent**

*Edenia O. Libranda*  
EDENIA O. LIBRANDA

Assistant Schools Division Superintendent

Date: *06/19/2025*

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

*Susan D. Oribiana*



Reference: **DepEd Order No. 7 s. 2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

**DepEd Order No. 20 s. 2024** - “Guidelines on Recruitment, Selection, and Appointment to Higher Positions”.

OSDS/PER / MCEEQ / DM - ACCEPTANCE OF APPLICATION FOR WEST DISTRICT TEACHER II POSITION  
049 / 06/18/2025





Republic of the Philippines  
**Department of Education**

DEC 20 2024

DepEd ORDER  
No. **020**, s. 2024

**GUIDELINES ON THE RECRUITMENT, SELECTION, AND APPOINTMENT  
TO HIGHER TEACHING POSITIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions** in the elementary and secondary levels, including senior high school (SHS). This Order provides for a systematic and competency-based process of recruitment, selection, and appointment that is anchored on the standards for teacher quality as defined in the Philippine Professional Standards for Teachers (PPST) and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP) as stipulated in DepEd Order (DO) No. 019, s. 2022.
2. It aims to ensure that the organization and its human resources can respond to the challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, responsive, and inclusive basic education.
3. This policy shall guide personnel and stakeholders towards a systematic and competency-based process of the recruitment, selection, and appointment of personnel to higher teaching positions in the elementary and secondary levels, including SHS.
4. In support of the basic principles and general policies under DepEd MSP, enclosed in this Order are the specific guidelines, procedures, criteria, and point system for the recruitment, assessment, selection, and appointment of teacher applicants to higher teaching positions.
5. All provisions of the DOs, rules and regulations, and other related issuances stated below that pertain to the recruitment, selection, and appointment of teachers to higher teaching positions, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly. The provisions of the applicable DOs that pertain to the hiring of Teacher I positions, which shall not be affected by this Order, shall remain in effect.
  - a. MEC Order No. 10, s. 1979, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers
  - b. DO 66, s. 2007, Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions







Republic of the Philippines  
**Department of Education**

MAR 22 2023

DepEd ORDER  
No. **007**, s. 2023

**GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT  
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Recruitment, Selection, and Appointment in the Department of Education (Enclosure 1)** which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan. The issuance of the specific guidelines is necessary to ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.
2. This policy shall guide personnel and stakeholders toward a systematic and competency-based process the recruitment, selection, and appointment of personnel to positions in the First and Second levels, including Second level executive/managerial positions, in the Central Office (CO), regional offices (ROs), schools division offices (SDOs), and schools.
3. In support of the basic principles, and general policies, enclosed in this Order are the specific guidelines, procedures, and criteria, as follows:
  - a. **Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions (Enclosure 2);**
  - b. **Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions (Enclosure 3);**
  - c. **Criteria and Point System for Hiring and Promotion to Related-Teaching (RT) Positions (Enclosure 4);**
  - d. **Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions (Enclosure 5); and**
  - e. **Annexes A-P** (as indicated in the enclosures)
4. All Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly:

