



July 12, 2018

**SCHOOL MEMORANDUM**

NO. 004, s. 2018

**CALL FOR APPLICATION FOR THE POSITION OF TEACHER II AND TEACHER I.**

TO: Department Heads/TICs  
Teachers  
Non-Teaching Personnel  
All other Concerned

1. This office announces the opening of application for the position of Teacher II and Teacher I with the following Qualification Standards:

➤ Teacher II

- Education : BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major
- Eligibility : PBET/TEACHER/LET
- Experience : One (1) year relevant experience
- Training : None required

➤ Teacher I

- Education : BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major
- Eligibility : PBET/TEACHER/LET
- Experience : None required
- Training : None required

2. Interested teachers should submit the following documents:

➤ Prepare in three (3) copies

- Personal Data Sheet (Form 212)

➤ Prepare in two (2) copies

- PRC License (for teachers)
- Report of Rating
- Oath of Office - 3 original copies
- Certification of Assumption to Duty - 3 original copies  
Transcript of Records (M.A. if any)
- PAST - 3 yrs. (should be VS with complete signature & with review period for IPCRF)
  - a. IPCRF SY 2015-2016
  - b. IPCRF SY 2016-2017
  - c. IPCRF SY 2017-2018

- Latest Approved Appointment
- Updated Service Record

3. Submit on or before July 27, 2018 at the Principal's Office.

4. Posting and immediate dissemination of this Memorandum is desired.

  
**DELIA R. ROMANES, Ed. D.**  
Principal IV



Republic of the Philippines  
Department of Education - Division of Cavite Province  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Emiliano Tria Tirona Memorial National High School/ District of Kawit) in the CSC website:

*[Signature]*  
CHERRYLOU D. DE MESA  
OIC - Schools Division Superintendent

Date: July 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Teacher II	OSEC-DECSB-TCH2-246281-1998 ✓	12-1	22,149.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major	None required	One (1) year relevant experience	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
2	Teacher I	OSEC-DECSB-TCH1-254200-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
3	Teacher I	OSEC-DECSB-TCH1-254219-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
4	Teacher I	OSEC-DECSB-TCH1-254222-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
5	Teacher I	OSEC-DECSB-TCH1-254280-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
6	Teacher I	OSEC-DECSB-TCH1-254284-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite
7	Teacher I	OSEC-DECSB-TCH1-254288-1998 ✓	11-1	20,179.00	BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/TEACHERLET	EMILIANO TRIA TIRONA MEMORIAL NATIONAL HIGH SCHOOL, Kawit, Cavite

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 July 27, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Please see attached School Memorandum No. 004 s. 2018 for additional requirements

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

DELIA R. ROMANES, Ed. D.  
Principal IV  
Gahak, Kawit, Cavite  
[ettmhhs@gmail.com](mailto:ettmhhs@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.