



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

August 1, 2022

DIVISION MEMORANDUM

No. 220 s. 2022

**RANKING OF APPLICANTS FOR PROMOTION TO T2 AND T3 POSITIONS
FOR SY-2022-2023**

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. The Division of Cebu Province announces the Ranking of Applicants for Promotion to Teacher II and Teacher III for School Year 2022-2023.
2. Criteria in the selection of applicants for promotion are contained in DepEd Order No. 66, s. 2007.
3. Applicants should prepare one (1) folder containing pertinent documents which are certified true copy and the original copies, if required, arranged and fastened in a folder with proper tabbing and table of contents based on the attached list.
4. Applicants for promotion must have at least one (1) complete RPMS cycle with at least Very Satisfactory (VS) rating of the present position before he/she can apply for the next higher position.
5. Pertinent documents for promotion shall be submitted to the district office for validation and verification of said documents through the respective districts (Please see schedule of activities in separate sheet).
6. Submission of additional documents after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate claims of applicants.
7. All concerned shall, at all times, strictly comply precautionary measures such as, but not limited to, social distancing, wearing of masks, frequent handwashing of hands, etc.
8. Expenses incurred during the conduct of the selection process shall be chargeable to **Division/School MOOE** subject to the usual accounting and auditing rules and regulations.
9. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
10. Widest dissemination of this Memorandum is highly desired.

MARILYN S. ANDALES Edd, CESO V
Schools Division Superintendent

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**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR
PROMOTION TO T2 AND T3**

Date	Venue	Time	No. of Working Days	ACTIVITIES
August 5, 2022	Respective Districts	8:00 a.m.- 5:00 p.m.	1 day	<p>Organization of the District Screening Committee.</p> <p>The committee of each district shall be chaired by the PSDS with members:</p> <ul style="list-style-type: none">a. Two (2) Elementary School Head;b. Two (2) Secondary School Head;c. Two (2) Elementary Teachers;d. Department Head; ande. Three (3) Secondary Teacher from different learning areas. <p>Orientation of the members of the District Screening Committee</p> <p>Designation of members of the District Screening Committee</p>
August 8-22, 2022	Respective Schools/Districts	8:00 a.m.- 5:00 p.m.	15 days	<p>- Online Application by the applicants thru www.depedcebuprovince.ph (http://112.198.193.182/)</p> <p>- Submission of the applicants' pertinent documents in a folder with tabs to respective district thru the District Screening Committee for verification against the original documents and certification as to completeness, veracity, accuracy and authenticity of documents. The committee shall issue a certification to the applicant that it has received the</p>

				<p>application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.</p> <ul style="list-style-type: none"> The district screening committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents within the submission period.
August 23-24, 2022	Respective Districts	8:00am-5:00p.m.	2 days	Assessment/Evaluation of applicants' pertinent documents in the district level and preparation of the Tentative Ranklist
August 25, 2022	Respective Districts	8:00am-5:00p.m.	1 day	<ul style="list-style-type: none"> - Orientation of Applicants for Promotion - Confirmation of Preliminary Points
August 26, 2022	Division Office/ Ecotech Center- Kamagong	8:00 a.m.- 5:00 p.m.	1 day	<p>Submission of the Tentative Ranklist to produce the Division Ranklist of Applicants for Promotion to T2 and T3 by the Division HRMP SB</p> <p>PRINTED COPY: To be submitted to the HR Section</p> <p>ELECTRONIC COPY: To upload in google drive (link/access to google drive shall be given upon submission of the printed copy)</p> <p>Note: Tentative Ranklist should be duly signed by district committee</p>
August 29-31, 2022	Division Office	8:00am-5:00pm	3 days	Submission and Approval of the District Ranklist for Promotion to the Office of the Schools Division Superintendent

September 1-15, 2022	SDO website and conspicuous places	8:00 a.m.- 5:00 pm	15 days	<p>Posting of the initial Ranklist of Applicants for Promotion to T2 and T3 through the SDO website and conspicuous places.</p> <p>Request for corrections shall be made in writing and entertained only during the posting period thru the district committee.</p>
September 16, 2022	Sub-Offices	8:00 am-5:00 pm	1 day	<p>Consolidation of Applicant's points with corrections and submission of corrected ranklist (printed and e-copy) to the Division HRMPSB Secretariat</p> <p>PRINTED COPY: To be submitted to the HR Section</p> <p>ELECTRONIC COPY: To upload in google drive (link/access to google drive shall be given upon submission of the printed copy).</p>
September 19-23, 2022	Division Office/Ecotech Center	8:00 am-5:00 pm	3 days	<p>Final Validation and Submission of the Ranklist for T2 and T3 Promotion by the Division HRMPSB Committee to the Head of Office for approval</p>
September 30, 2022 & onwards	Division Office/Sub-Offices/Districts			<p>Posting and implementation of the Final Ranklist for T2 and T3 Promotion for SY 2022-2023</p>

LIST OF DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR T2 and T3 PROMOTION

1. Application Letter indicating the position applied for
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Certified Photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
5. Latest Service Record
6. Certificates of Relevant Training Attended
7. Certificate of Eligibility
8. Performance Rating for the last three rating periods of at least VS each
9. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership). Note: being a facilitator cannot be credited to speakership
10. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant

NOTE: Qualified applicants are advised to submit pertinent documents to be arranged and fastened in a folder with proper tabbing and table of contents based on the list above.

DISTRICT SCREENING COMMITTEE IN THE RANKING FOR T2 AND T3
PROMOTION

District: _____

CHAIRMAN:	Public Schools District Supervisor
Members:	
	Two (2) Elem School Heads
	Two (2) Elementary Teachers
	Two (2) Secondary School Heads
	Department Head
	Three (3) Secondary Teachers from different learning areas

Submitted by:

PSDS