



Republic of the Philippines
Department of Education
Region X – Northern Mindanao



DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City

E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 45-0304 Telefax: (088) 088-856-4524

DEPARTMENT OF EDUCATION
DIVISION OFFICE TANGUB CITY
CITY OF TANGUB
February 4, 2019
DATE: 2-4-19

DIVISION MEMORANDUM
No. 072, s. 2019

**CONDUCT OF SELECTION FOR PRINCIPAL I, HEAD TEACHER III and
TEACHER III POSITIONS**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads
This Division

1. This Office announces the Conduct of Selection to the Qualified Applicants for Principal I (Elementary/SG19), Head Teacher III (Elementary/SG16) and Teacher III (Elementary SG13) Positions.

2. Per DepEd Order 66 s.2007 and DepEd Order No. 42 s. 2007 applicants to Principal 1, Head Teacher III and Teacher III must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Teacher III (Elementary)	Bachelor of Elementary Education (BEEEd) or bachelor's degree plus 18 professional units in Education	2 years of relevant experience	None required RA 1080	None required RA 1080
Principal I (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080
Head Teacher III (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before February 25, 2019 as follows:

- a. Letter of Intent
- b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c. Certified photocopy of last approved appointment;
- d. Updated Service Record;

- e. Certified photocopy of Performance Rating for the last three years;
- f. Transcript of Records;
- g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
- i. Copy of the class/Master Program indicating the no. of teaching load (current year) only for Teacher applicant.
- g. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
 - The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
 - Deliberation sheet shall be stapled at the inside left portion of the folder
 - The applicants shall prepare two sets of pertinent documents following the above preparation.
 - Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
 - Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Rosemarie T. Macesar - Asst. Schools Division Superintendent

Members:

Myrna T. Regidor - Chief School Governance and Operations Division (SGOD)
 Carmelita A. Jubay - Chief Curriculum Implementation Division (CID)
 Margissa T.Amen - Administrative Officer V
 LornaC.Penonal - Education Program Supervisor, TACIDETERA President
 Shieldon F. Honculada - Principal 1, PESPA President
 Delma R. Denapo - Administrative Officer II/HRMO -I

Secretariat:

Carelyn L.Villegas - Administrative Assistant III
 Eleanor M. Arabejo - Administrative Aide V1

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN G. VELOSO
 OIC- Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index
 under the following subjects:

RECRUITMENT SELECTION APPLICANT POLICY



Republic of the Philippines
 Department of Education
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D.O. No. 42, s.2007(School Head, Principal)

Name: _____ **School:** _____ **Position Applied** _____

- I. Performance Rating (30 pts.)
 2015-2016 _____ 2016-2017 _____ 2017-2018 _____
- II. Experience (10 pts)
 Relevant experience on the performance of duties
 Functions relevant to the next higher position
 One year is given one point but not to exceed 10. _____
- III. Outstanding Accomplishment (30 pts)
 A. Outstanding Employee Award (5 pts) _____
 B. Innovations (5 pts) _____
 C. Research and Development Projects (10 pts) _____
 D. Publication/ Authorship (5 pts) _____
 E. Consultancy/ Resource Speakership in
 Trainings/Seminars/Workshops/Symposia (5 pts) _____
- IV. Education and Training (20 pts)
 A. Education (10 pts)
 MA CAR (6 pts) _____
 MA Degree (7 pts) _____
 Doctoral Degree CAR (9 pts) _____
 Doctoral Degree (10 pts) _____
 B. Training (10 pts)
 Participant in 1 or more training activities
 for at least 3 days _____
- V. Potential (5 pts)
 1) Communication Skills (1 pt) _____
 2) Ability to Present Ideas (1 pt) _____
 3) Alertness (1 pt) _____
 4) Judgment (1 pt) _____
 5) Leadership Ability (1 pt) _____
- VI. Psychosocial attributes and physical characteristics (5 pts)
 1) Human Relations (2 pts) _____
 2) Decisiveness (2 pts) _____
 3) Stress Tolerance (1 pt) _____

Total: _____

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
 Member/Chief SGOD

CARMELITA A. JUBAY
 Member/ Chief CID

LORNA C. PEÑONAL
 Member/EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
 Member/ AO-V

DELMA R. DENAPO
 Member/ AO- II

SHIELDON F. HONCULADA
 Member/Principal I, PESPA President

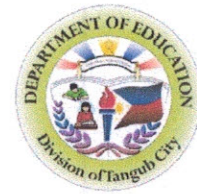
CARELYN L. VILLEGAS
 ADAS-III/ Secretariat

ELEANOR M. ARABEJO
 ADA VI/ Secretariat

ROSEMARIE T. MACESAR
 OIC- Assistant Schools Division Superintendent
 PSB Chairman



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D.O. No. 66,s.2007 (Teaching and Related Teaching)

Name: _____ **School:** _____ Position Applied _____

- I. Performance Rating (35 pts.)
2015-2016 _____ 2016-2017 _____ 2017-2018 _____
- II. Experience (5 pts)
Relevant experience on the performance of duties
Functions relevant to the next higher position
One year is given one point but not to exceed 5. _____
- III. Outstanding Accomplishment (20 pts)
A. Outstanding Employee Award (4 pts) _____
B. Innovations (4 pts) _____
C. Research and Development Projects (4 pts) _____
D. Publication/ Authorship (4 pts) _____
E. Consultancy/ Resource Speakership in
Trainings/Seminars/Workshops/Symposia (4 pts) _____
- IV. Education and Training (30 pts)
A. Education (25pts)
Complete Academic Requirements
for Master's Degree (10 pts) _____
Master 's Degree (15 pts) _____
Doctoral Degree CAR (20 pts) _____
Doctoral Degree (25 pts) _____
B. Training (5 pts)
Participant in 1 or more training activities
for at least 3 days _____
- V. Potential (5 pts)
1) Communication Skills (1 pt) _____
2) Ability to Present Ideas (1 pt) _____
3) Alertness (1 pt) _____
4) Judgment (1 pt) _____
5) Leadership Ability (1 pt) _____
- VI. Psychosocial attributes and physical characteristics (5 pts)
1) Human Relations (2pts) _____
2) Decisiveness (2pts) _____
3) Stress Tolerance (1 pt) _____

Total: _____

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Signature of Applicant

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