



DIVISION MEMORANDUM
 No. 110, s. 2019

**CONDUCT OF SELECTION FOR HEAD TEACHER III AND TEACHER II POSITION
 (Junior High School)**

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

- This Office announces the Conduct of Selection of Qualified Applicants for Head Teacher III Position (SG 16) and Teacher II (SG12) for Tangub City National High School.
- Per DepEd Order 66 s.2007 and DepEd Order 42s. 2007 applicants to Head Teacher III and Teacher II must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080
Teacher II	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	1 year of relevant experience	None Required	RA 1080

- Applicant shall submit documents to Tangub City National High School receiving section on or before May 21, 2019 as follows:
 - Letter of Intent
 - CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - Certified photocopy of last approved appointment;
 - Updated Service Record;
 - Certified photocopy of Performance Rating for the last three years;
 - Transcript of Records;
 - Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
 - Copy of the class/Master Program indicating the no. of teaching load (current year)
 - 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:

Myrna T. Barbon - Secondary Principal II/DAPSSHI President

Members:

Florencia S. Gumiter - Asst. Principal II
Trifonia B. Tiongson - Head Teacher III/ Aral. Pan,
Erlyn P. Bulawin - Head Teacher III/ Science
Alma B. Pondoc - Head Teacher III/ Filipino
Stewart E. Hamac - Head Teacher III/ Mapeh
Elizabeth E. Bermudo - Head Teacher III/ English
Marites F. Binondo - Head Teacher III/ Mathematics

Secretariat:

Wivina R. Tancogo - Administrative Officer II (Cashier)

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

JEAN G. VELOSO, CESO VI
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