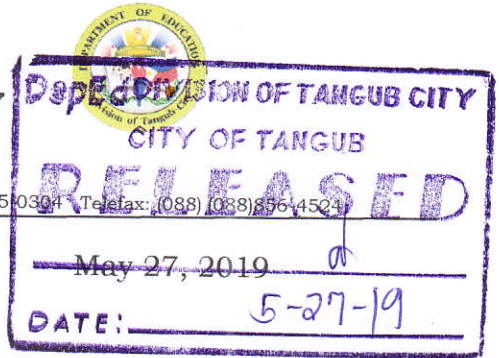




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088) 556-4524

DIVISION MEMORANDUM
 No. 124, s. 2019

CONDUCT OF SELECTION FOR PRINCIPAL I, HEAD TEACHER II, TEACHER III, TEACHER II, ADMINISTRATIVE ASSISTANT AND ADMINISTRATIVE AIDE VI 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 (Junior HS/SG 19), Head Teacher II (Elementary/SG 15), Teacher III (Junior HS /SG 13), Teacher III (Elementary SG 13), Teacher II (Elementary SG 12), Teacher II (Junior HS SG 12) Administrative Assistant II (SG 8), Administrative Assistant I (SG 7) and Administrative Aide VI (SG 6) Positions.

2. Per DepEd Order 66 s.2007 and DepEd Order 42s. 2007 applicants to Principal I, Head Teacher II, Teacher III, Teacher II, Administrative Assistant II, Administrative I and Administrative Aide VI must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Principal I (Junior HS)	Bachelor's degree in Secondary 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 II (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 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080
Teacher III (Junior HS)	Bachelor of Secondary Education (BSED) or bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years of relevant experience	RA 1080

Teacher III (Elementary)	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None Required	2 years of relevant experience	RA 1080
Teacher II (Elementary)	Bachelor of Elementary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	1 year of relevant experience	None required	RA 1080
Teacher II (Secondary)	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
Administrative Assistant II (Accounting Clerk III)	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Administrative Assistant I (Secretary I)	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before June 10, 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

Anna Daphne C. Mugar - Accountant III/Section Head

Lorna C. Penonal - Education Program Supervisor, TACIDETERA President

Delma R. Denapo - Administrative Officer II/OIC-AO-IV

Shieldon F. Honculada - Principal 1, PESPA President

Myrna T. Barbon - Secondary Principal II/DAPSSHI President

Secretariat:

Carelyn L. Villegas - Administrative Assistant III

Eleanor M. Arabejo - Administrative Assistant III

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

JEAN G. VELOSO, CESO VI
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