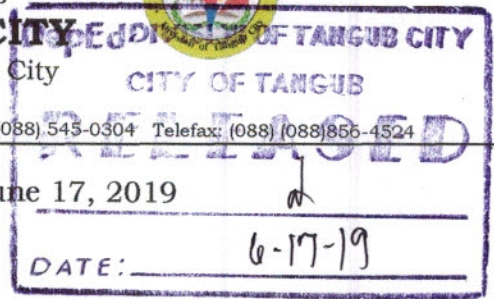




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

DIVISION MEMORANDUM
 No. 142, s. 2019

June 17, 2019

**CONDUCT OF SELECTION FOR MASTER TEACHER I /ENGLISH (JHS),
 MEDICAL OFFICER III, GUIDANCE COUNSELOR II AND
 ADMINISTRATIVE OFFICER II (HRMO-I) 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 Master Teacher I (JHS SG 18), Medical Officer III (SG 21), Guidance Counselor II (SG 12) and Administrative Officer II/HRMO-I(SG 11) Positions.

2. Per DepEd Order 66 s.2007 and MEC Order No.10, s.1979, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Master Teacher I English (JHS)	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	4 hours of relevant training	RA 1080
Administrative Officer II (HRMO-I)	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
Medical Officer III	Doctor of Medicine	None required	None required	RA 1080
GUIDANCE COUNSELOR II (SHS)	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before June 28, 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
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Myrna T. Barbon	- Principal II, DAPSSHI President
Anna Daphne C. Mugar	- Accountant III/Section Head
Delma R. Denapo	- Administrative Officer IV

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

OIC – Assistant Schools Division Superintendent
Officer –In- Charge, Office of the 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



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D.O. No. 66,s.2007 (Level 1 Non- Teaching)

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

I. Performance Rating (35 pts.) _____

2016-2017 _____ 2017-2018 _____ 2018-2019 _____

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 (5 pts) _____

- A. Outstanding Employee Award (1 pts) _____
- B. Innovations (1 pts) _____
- C. Research and Development Projects (1 pts) _____
- D. Publication/ Authorship (1 pts) _____
- E. Consultancy/ Resource Speakership in
 Trainings/Seminars/Workshops/Symposia (1 pts) _____

IV. Education and Training (20 pts) _____

- A. Education (10 pts) _____
- Complete Academic Requirements
 for Master's Degree (6 pts) _____
- Master 's 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 (20 pts) _____

- 1) Communication Skills (4 pt) _____
- 2) Ability to Present Ideas (4 pt) _____
- 3) Alertness (4 pt) _____
- 4) Judgment (4 pt) _____
- 5) Leadership Ability (4 pt) _____

VI. Psychosocial attributes and physical characteristics (15 pts) _____

- 1) Human Relations (6pts) _____
- 2) Decisiveness (5pts) _____
- 3) Stress Tolerance (4 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.

ANNA DAPHNE C. MUGAR
 Member/ Accountant III

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- IV

CARELYN L. VILLEGAS

ELEANOR M. ARABEJO



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D.O. No. 66,s.2007 (Level 2)

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 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 (25 pts) _____

- A. Education (15 pts) _____
 Complete Academic Requirements
 for Master's Degree (7 pts)
 Master 's Degree (10 pts)
 Doctoral Degree CAR (13 pts)
 Doctoral Degree (15 pts)

- B. Training (10 pts) _____
 Participant in 1 or more training activities
 for at least 3 days

V. Potential (10 pts) _____

- 1) Communication Skills (2 pt) _____
- 2) Ability to Present Ideas (2 pt) _____
- 3) Alertness (2 pt) _____
- 4) Judgment (2 pt) _____
- 5) Leadership Ability (2 pt) _____

VI. Psychosocial attributes and physical characteristics (5 pts) _____

- 1) Human Relations (2pts) _____
- 2) Decisiveness (2pts) _____
- 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

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 Member/ Chief SGOD

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 Member/ EPS 1, TACIDITERA President

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

JUN CLIFFORD C. ESTRELLA
 Dentist II

DELMA R. DENAPO
 Member/ AO- IV

CARELYN L. VILLEGAS

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CRITERIA FOR MASTER TEACHER POSITION
CREDIT POINTS FOR LEADERSHIP POTENTIAL AND ACCOMPLISHMENT
(References: MEC Order No. 10, s. 1979 & DECS Order No. 57, s. 1997)

Name: _____ Present Position: _____
District/School: _____ Address: _____

- Educational Qualification: _____
- I. Performance Rating:
SY 2016-2017 _____ SY: 2017-2018 _____ SY: 2018-2019 _____ = _____
- II. Demonstration Teaching: _____
- III. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT: (100 points)
- A. *Curriculum or instructional materials 20 pts = _____
* Effective teaching technique or strategies
* Simplification of work as in reporting system, record keeping etc., or procedures that resulted in cost production
* A worthwhile income generating project for pupils given recognition by higher officials in the division
- B. * Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignments or service are in addition to and not considered part of the regular teaching load. 12 pts = _____
- C. *Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently. 12 pts = _____
- D. * Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare. 12 pts = _____
For participation as member of such activity. 7 pts = _____
- E. * Coordinator of community project or activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years. 12 pts = _____
For participation as member of such activity 7 pts = _____
- F. * Organized/managed an in-service activity or other similar activities at least on school level. 12 pts = _____
- G. * Credited with meritorious achievements such as : 10 pts = _____
a. Trainer of or coach to contestants who receive

b. Athletic coach of Athletes or Teams who won prizes as follows:

National Level	10 pts= _____
Regional Winner	5 pts= _____
Provincial Winner	3 pts= _____
District Level	1 pt = _____

c. Coordinator Boy Scout or Girl Scout Activities

National Level	10 pts= _____
Regional Winner	5 pts= _____
Provincial Winner	3 pts= _____
District Level	1 pt = _____

H. Authorship

10 points for a book and 1 point for each article provided they are on education.

Sole Authorship	10 pts= _____
Co-Authorship	5 pts= _____
Article	1 pt = _____

Total Points Earned = _____

Note: Minimum points for MT 1 is 25 points for leadership, potential and accomplishment or Demonstration teacher District level plus 15 points for leadership, potential and accomplishment. For MT 2 is 30 points in leadership, potential and accomplishment or demonstration teacher on the division level plus 20 points in leadership, potential and accomplishment.

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

Signature of Applicant

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Member/P-I, Sta. Maria NHS

MYRNA T. BARBON
Member / PII- DAPSSHI President

CARELYN L. VILLEGAS
ADAS-III/ Secretariat

ELEANOR M. ARABEJO
ADAS III/ Secretariat

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