



DIVISION MEMORANDUM
 No. 207, s. 2019

CONDUCT OF SELECTION FOR MASTER TEACHER II, TEACHER II (ELEMENTARY) AND ADMINISTRATIVE ASSISTANT III POSITIONS

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

- This office announces the Conduct of Selection of Qualified Applicants for Master Teacher II (SG 19) for San Apolinario Elementary School, Teacher II (SG 12) and Administrative Assistant III (Secretary II) positions.
- 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 II (Elementary)	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080
Teacher II (Elementary)	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	1 year of relevant experience	None Required	RA 1080
Administrative Assistant III (Secretary II)	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

- Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before September 10, 2019 as follows:
 - Letter of Intent
 - CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - Certified photocopy of last approved appointment;
 - 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) 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
Shieldon F. Honculada	- Principal 1, PESPA President
Delma R. Denapo	- Administrative Officer IV
Ritche S. Mendoza	- School Principal, San Apolinario ES

Secretariat:

Carelyn L. Villegas	- Administrative Officer II
Eleanor M. Arabejo	- Administrative Assistant III

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
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