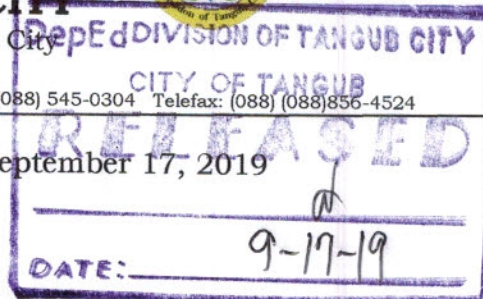




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



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DIVISION MEMORANDUM
 No. 242, s. 2019

CONDUCT OF SELECTION FOR HEAD TEACHER II POSITIONS (ELEMENTARY)

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

- This Office announces the Conduct of Selection of Qualified Applicants for Head Teacher II (SG 15) Position.
- Per DepEd Order 42s. 2007 and DepEd Order 66 s.2007 applicants to Head Teacher II must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Head Teacher II	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

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before October 1, 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.
- 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
Sheldon F. Honculada	- Principal 1, PESPA President
Delma R. Denapo	- Administrative Officer 1V

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
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

Relevant, inclusive and liberating basic education builds a strong nation.