

DIVISION MEMORANDUM
No. 124, s. 2020

**CONDUCT OF SELECTION FOR MASTER TEACHER I, HEAD TEACHER I,
MEDICAL OFFICER III, GUIDANCE COUNSELOR II AND
ADMINISTRATIVE ASSISTANT III POSITIONS**

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

1. This Office announces the conduct of Selection of Qualified Applicants for Master Teacher I Junior HS (SG 18), Head Teacher I Junior HS (SG 14), Master Teacher I Elementary (SG 18) Guidance Counselor II Senior HS (SG12), Medical Officer III SGOD (SG 21) and Administrative Officer III (Secretary II) OSDS (SG 9) positions.

2. Per DepEd Order No. 66 s. 2007, DepEd Order No. 42s. 2007 and MEC Order No.10, s.1979, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Master Teacher I (JHS) English	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	LET/PBET
Master Teacher I (Elementary)	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education; and 18 units for a Master's Degree in Education or its equivalent	3 years of relevant experience	None Required	LET/PBET





Head Teacher I (Junior HS)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate filed of specialization	Teacher In Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	LET/PBET
Guidance Counselor II (SHS)	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080
Administrative Assistant III (Secretary II)	Completion of 2 years' studies in college	I year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility)

3. Applicants shall submit thier documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before June 26, 2020 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. Diploma;
- h. Certified photocopy of Certificates of relevant trainings/seminars scholarships, etc.;
- i. Copy of the class/Master Program indicating the number of teaching load (current year) for teacher applicants; and
- j. Omnibus certification of the completeness, authenticity and veracity of the documents submitted and signed by the applicants.



4. The documents shall be arranged accordingly to what are enumerated in Paragraph 3 which includes table of contents;

- Each sheet must bear a page number;
- Fastened at the right portion inside the folder while the tabbing according to the table of contents (a-j) 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;
- The original copies of the documents shall be brought and 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.
5. The Personnel Selection Board (PSB) is composed of the following:
- Chairperson:
Rosemarie T. Macesar - Assistant Schools Division Superintendent (ASDS)
- Members:
- | | |
|-----------------------|---|
| Myrna T. Regidor | - Chief, School Governance and Operations Division (SGOD) |
| Carmelita A. Jubay | - Chief, Curriculum Implementation Division (CID) |
| Lorna C. Penonal | - Education Program Supervisor, TACIDETERA President |
| Myrna T. Barbon | - Secondary Principal II / DAPSSHI President |
| Shieldon F. Honculada | - Principal 1, PESPA President |
| Delma R. Denapo | - Administrative Officer IV |
- Secretariat:
- | | |
|----------------------|-----------------------------|
| Carelyn L. Villegas | - Administrative Officer II |
| Geraldine C. Benghit | - Administrative Officer II |
6. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 

AEC/ drd
Incl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

