



September 11, 2020

DIVISION MEMORANDUM
No. 192, s. 2020

RELEASED
DATE: 9/11/20

**CONDUCT OF SELECTION FOR TEACHING RELATED AND
NON- TEACHING VACANT POSITIONS**

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

1. This Office announces the conduct of Selection of Qualified Applicants for Head Teacher II (Secondary), Teacher II and Teacher II (Elementary), Administrative Officer (HRMO-I), Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer II) positions.

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

Position	Education	Experience	Training	Eligibility	Performance rating
Head Teacher II (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (LET)	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Teacher III (Elementary)	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education	2 years of relevant experience	None required	LET/PBET	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Teacher II (Elementary)	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional	1 year of relevant experience	None required	LET/PBET	Very Satisfactory (VS) for the last three rating period (for





	units in Education				(transfer and promotion)
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	DATE: 9/11/20 Career Service (Subprofessional) First Level Eligibility	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Administrative Officer II (Human Resource Management Officer I)	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years' studies in college	1-year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)

3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before September 28, 2020 as follows:

- a. Letter of Intent;
- b. CSC Form 211 (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; if any
- f. Transcript of Records;
- g. PRC License, Certificate of Rating / Eligibility;
- h. Certified photocopy of certificate attesting Outstanding Accomplishment / Awards Recognition; and
- j. other documents relevant to the applied positions.

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 top 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 during the interview / deliberation;





- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.

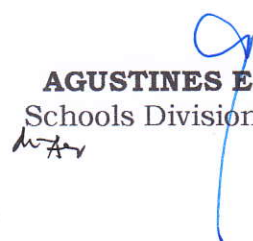
5. Below is the schedule:

- a. Submission of application letter and other documents shall be on or before September 28, 2020;
- b. Interview and evaluation of documents will be in the Division Conference Room:

Position	Schedule of Orientation	Schedule of Interview and Evaluation	Basis for Ranking
Administrative Officer II (Human Resource Management Officer I)	September 15, 2020@ 9:00 – 10:00 AM link (meet.google.com/hap-yjci-ees)	September 30, 2020 @ 9:00 – 10:00 AM	DepEd Order No. 66,s. 2007
Administrative Assistant II (Disbursing Officer II)	September 15, 2020@ 10:00 – 11:00 AM link (meet.google.com/vnj-tzdg-qpo)	September 30, 2020 @ 10:00 – 11:00 AM	DepEd Order No. 66,s. 2007
Administrative Assistant III (Senior Bookkeeper)	September 15, 2020@ 1:30 – 2:30 PM link (meet.google.com/kwb-ahyn-otw)	September 30, 2020 @ 1:30 – 2:30 PM	DepEd Order No. 66,s. 2007
Head Teacher II (Secondary)	September 15, 2020@ 2:30 – 3:30 PM link (meet.google.com/bkt-dejx-hrx)	September 30, 2020 @ 2:30 – 3:30 PM	DepEd Order No. 42,s. 2007

6. Person with Disability (PWD) applicants will be interviewed in the first floor of this Office for accessibility.

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


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

