



January 7, 2021

**DIVISION MEMORANDUM**  
No. 05, s. 2021

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 16, s. 2020**  
**RE: CONDUCT OF SELECTION FOR TEACHING, TEACHING RELATED AND**  
**NON- TEACHING VACANT POSITIONS**

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

DIVISION OF TANGUB CITY  
CITY OF TANGUB  
**RELEASED**  
DATE: 1/7/21

1. This Office issued Division Memorandum No. 275, s. 2020, dated December 2, 2020 regarding the Conduct of Selection for Teaching, Teaching Related and Non-Teaching vacant positions.

2. The following are the final schedule for Submission, Interview and Validation of the documents;

Positions	Submission of Documents	Schedule for Interview and Evaluation of Documents
Master Teacher I (Junior HS)	January 13, 2021	January 15, 2021 (9:00 am-11:30 am) <a href="https://meet.google.com/o yg - dywu - rpt">meet. google .com / o yg - dywu - rpt</a>
Principal I (Elementary)	January 13, 2021	January 15, 2021 (9:00 am-11:30 am) <a href="https://meet.google.com/o yg - dywu - rpt">meet. google .com / o yg - dywu - rpt</a>
Head Teacher II (Elementary)	January 13, 2021	January 20, 2021 (9:00 am-4:30 pm) <a href="https://meet.google.com/xov - uywt - aju">meet. google .com / xov - uywt - aju</a>
Teacher III (Elementary)	January 13, 2021	January 21, 2021 (9:00 am-11:00 pm) <a href="https://meet.google.com/etf - psne - nin">meet. google .com / etf - psne - nin</a>
Administrative Assistant II (Disbursing Officer II)	January 13, 2021	January 21, 2021 (9:00 am-11:00 pm) <a href="https://meet.google.com/vuz - qacm - tbo">meet. google .com / vuz - qacm - tbo</a>

3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before January 13, 2021 as follows;

- A. For Principal I, Head Teacher II, Teacher III and Administrative Assistant II applicants.
- CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - Certified photocopy of last approved appointment;
  - Certified photocopy of Performance Rating for the last three years;
  - Updated Service Record;
  - Outstanding Accomplishments;
    - Employee Award
    - Innovations
    - Research and Development Projects
    - Publication/ Authorship
    - Consultancy/Resource Speakership in Trainings/Seminars/ Workshop / Symposia
  - Transcript of Records;
  - Certified photocopy of Trainings (participant in 1 or more trainings activities for at least 3 days;







h. Other documents relevant to the applied positions.

B. *For Master Teacher I applicants.*

- a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- b. Transcript of Records;
- c. Certified photocopy of Performance Rating for the last three years;
- d. Demonstration Teaching;
- e. Curriculum or instructional materials;
  - 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
- f. Document served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any science club, etc.
- g. Document 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.
- h. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare.
- i. 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.
- j. Organized/managed an in-service activity or other similar activities at least on school level.
- k. Credited with meritorious achievements;
- l. Authorship

4. The documents shall be arranged accordingly to what are enumerated in paragraph 3 (A-B) 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 shall be at the bottom of the documents;
- 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. Please be guided accordingly.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

