



DIVISION MEMORANDUM
No. 28, s. 2021

February 19, 2021

**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

1. This Office announces the conduct of Selection of Qualified Applicants for School Principal 1, Head Teacher III and Teacher III (Elementary) and Administrative Assistant III (Senior Bookkeeper) positions.

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

Position	Education	Experience	Training	Eligibility	Performance rating
School Principal I (Elementary)	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 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training	LET/PBET	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Head Teacher III (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hours of relevant training	LET/PBET	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Teacher III (Elementary)	Bachelor of Elementary Education	2 years of relevant experience	None required	LET/PBET	Very Satisfactory (VS) for





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	(BEEd) or bachelor's degree plus 18 professional units in Education				the last three rating period (for transfer and promotion)
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in college	1-year relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)

3. Interested applicants must submit their letter of intent indicating their contact number on or before March 12, 2021 for orientation process.

4. After the orientation, applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before March 19, 2021 as follows:

- a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- b. Certified photocopy of last approved appointment;
- c. Certified photocopy of Performance Rating for the last three years;
- d. Updated Service Record;
- e. Outstanding Accomplishments
 - Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/ Authorship
 - Consultancy/Resource Speakership in Trainings/Seminars/ Workshop / Symposia
- f. Transcript of Records;
- g. PRC License, Certificate of Rating / Eligibility;
- h. Certified photocopy of Certificate attesting Outstanding Accomplishment /Awards Recognition; and
- i. Other documents relevant to the applied positions.

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

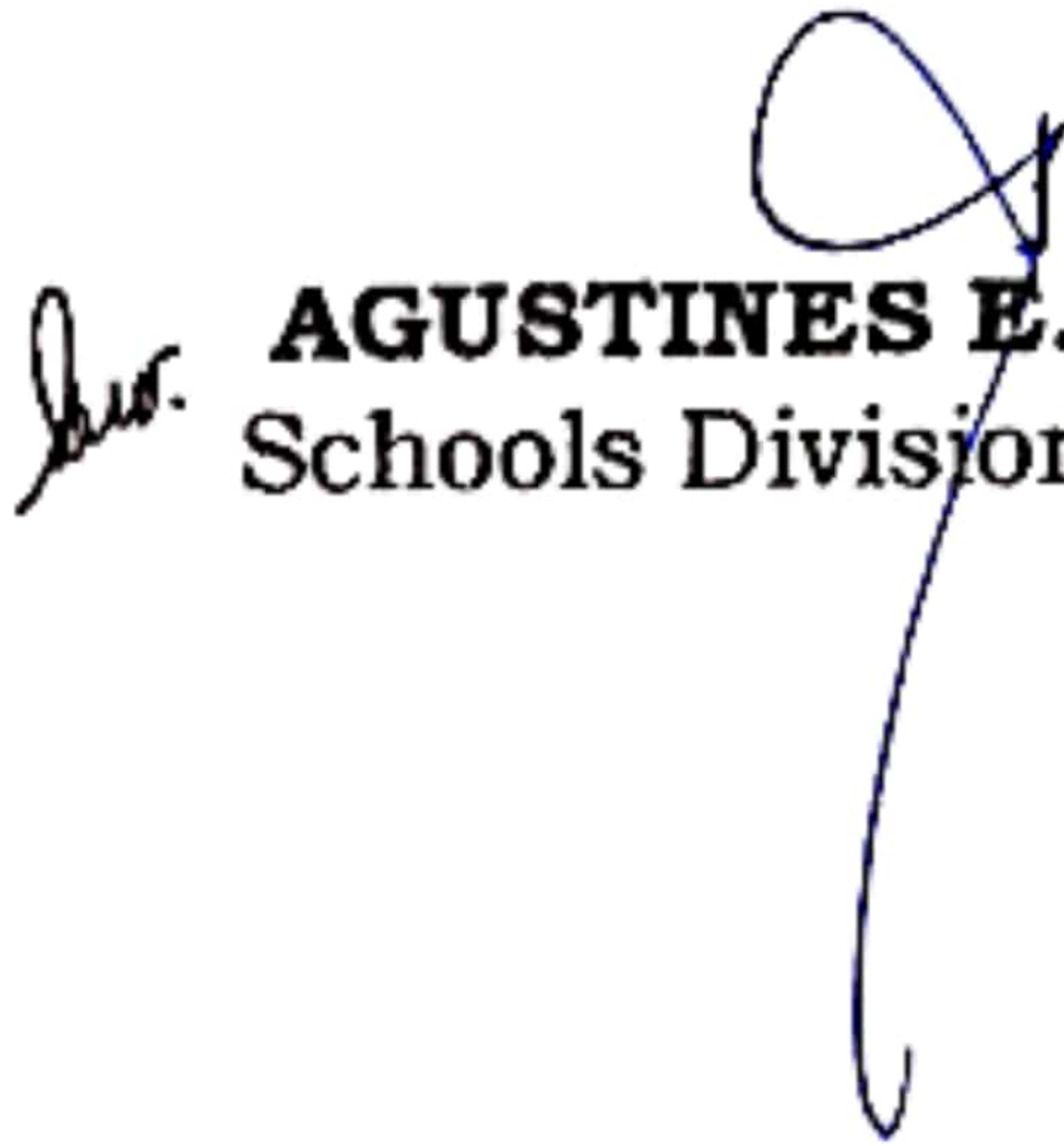
- Each sheet must bear a page number;
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) shall be at the bottom of the documents;
- The applicants shall prepare two sets of pertinent documents following the above preparation;





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- 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.
6. Interview and evaluation of documents will be announced later.
 7. Person with Disability (PWD) applicants will be interviewed in the first floor of this Office for accessibility.
 8. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

