



September 16, 2021

**RELEASED**

DATE: 9/16/21 2:25 P.M.

**DIVISION MEMORANDUM**  
No. 247, s. 2021

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

To: Chief Education Supervisors (CID and SGOD)  
Personnel Selection Committee  
Public Elementary and Secondary School Heads  
This Division

- This Office announces the conduct of Selection of Qualified Applicants for Principal 1, Head Teacher III, Master Teacher II, Teacher III, Teacher II and Administrative Officer II (HRMO-I) positions.
- Per DepEd Order No. 66 s. 2007, DepEd Order No. 42 s.2007, and MEC Order No.10, s.1979 applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility	Performance Rating
School Principal I (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; Teacher In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years.	40 hours of relevant training	LET/PBET and Principal Test	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)
Head Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher 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)
Master Teacher II (Secondary)	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher II	4 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 (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)

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Teacher II (Elementary)	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	1 year of relevant experience	None required	LET/PBET	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)

3. Interested applicants must submit their letter of intent indicating their contact number on or before September 20, 2021 for the orientation process.

4. After the orientation, applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent as follows:

*(For Head Teacher III, Principal 1, Teacher III, Teacher II, and Administrative Officer II)*

- 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, and Principal Test Result for Principal Applicants;
- h. Certified photocopy of Certificate attesting Outstanding Accomplishment /Awards Recognition; and
- i. Other documents relevant to the applied positions.

*(For Master Teacher II)*

- 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.





REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**DIVISION OF TANGUB CITY**

- 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
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) and (a-l) shall be at the bottom of the documents;
  - The applicants shall prepare one set 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.
6. Schedule of orientation, submission, interview and evaluation of documents will be announced in a separate memo.
7. 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:

RECRUITMENT      SELECTION      APPLICANT      POLICY

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