



January 3, 2022

DIVISION MEMORANDUM
No. 01 s. 2022

CONDUCT OF SELECTION FOR HEAD TEACHER I (SECONDARY), ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), CHIEF EDUCATION PROGRAM SUPERVISOR AND SENIOR EDUCATION PROGRAM SPECIALIST 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 I (Secondary), Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Chief Education Program Supervisor and Senior Education Program Specialist positions.
2. Per DepEd Order No. 66 s. 2007 and DepEd Order No. 42, 2007 applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Head Teacher I (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree w/18 Professional education units with appropriate field of specialization	Teacher-in-charge for 1 year; or Teacher for 3 years *	24 hours of relevant training*	RA 1080 (Teacher)
Principal II (Secondary)	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of management	1 yr. As Principal	40 hours of relevant training	RA 1080 (Teacher)
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level eligibility





Chief Education Program Supervisor	Master's degree or Certificate in Leadership and Management from the CSC##	4 years of supervisory/ Management Experience##	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years##	RA 1080 (Teacher)
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level eligibility
Senior Education Program Specialist	Bachelor's Degree in Education or its equivalent and completion of academic requirements for Master's Degree relevant to the job.	2 years experience in education research, development, implementation or other relevant experience.	8 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

3. Interested applicants must submit their **letter of intent** indicating their contact number on or before **January 7, 2022** for the orientation process.

4. After the orientation, the applicants shall submit their **documents** to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before **January 14, 2022**. Arrange the documents in the following order:

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





5. The documents shall be arranged accordingly to what are enumerated in paragraph 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

