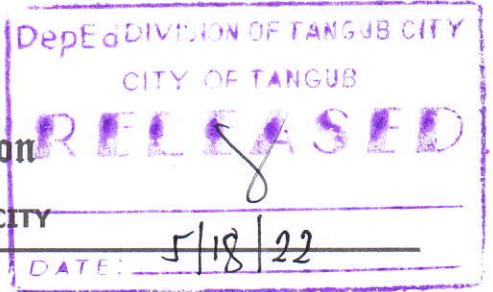




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



DIVISION MEMORANDUM
 No. 130, s. 2022

May 16, 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District In-Charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 VACANT POSITIONS**

1. This office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Experience	Training	Eligibility
Chief Education 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	RA 1080 (Teacher)
School Principal II (Secondary)	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units plus 6 units of management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
Master Teacher I (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for master's degree in education or its equivalent	3 years relevant experience	None Required	RA 1080 (Teacher)



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Head Teacher III (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's Degree w/ 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*	RA 1080 (Teacher)
Teacher III (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major	2 years of relevant experience	None Required	RA 1080 (Teacher)
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	RA 1080 (Teacher)
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	RA 1080 (Teacher)
Guidance Counselor II (Senior High School)	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Administrative Assistant III (Secretary II)	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level eligibility

2. Interested qualified applicants regardless of age, civil status, disability, religion, ethnicity and political affiliation must submit their **letter of intent** indicating their contact number on or before **May 23, 2022**.

3. Applicants shall be guided by *DepEd Order No. 66, s. 2007*, re: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, *DepEd Order No. 42, 2007*, re: The Revised Guidelines on Selection, Promotion and Designation of School Heads, *MEC No. 10, s. 1979*,



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Re: Implementing Rules and Regulations for the System of Career Progression for Public School Teachers and *DECS Order No. 57, s. 1997*, re: Further Implementation of the Career Progression System for Master Teachers and submit supporting documents in **three (3) copies** addressed to Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee on or before **June 10, 2022**. Documents shall be arranged in the following order, to wit:

For Chief Education Supervisor, School Principal II (Secondary and Elementary), Master Teacher I (Elementary), Head Teacher III (Elementary), Teacher III (Secondary and Elementary), Teacher II (Elementary), Guidance Counselor II (Senior High School), Administrative Assistant III (Secretary II)

- 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;

For Master Teacher I

- 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.



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- 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 the previous paragraph which includes a 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.

5. Below is the schedule of activities for the guidance of all interested applicants.

Positions	Orientation (ONLINE VIA GOOGLE MEET)	Deadline for Submission of Documents	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)
Chief Education Program Supervisor (SGOD & CID)	May 24, 2022 @ 9:00-9:30 am meet.google.com/iys-kfft-sag	June 10, 2022	July 05, 2022 @ 9:00-11:00 am (Division Office)
School Principal II (Secondary)	May 24, 2022 @ 9:30-10:00 am meet.google.com/hhj-exni-yfc	June 10, 2022	July 05, 2022 @ 1:30-2:30 pm (Division Office)



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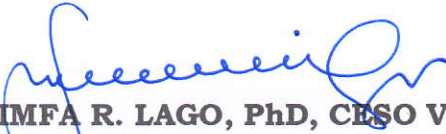
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School Principal II (Elementary)	May 24, 2022 @ 9:30-10:00 am meet.google.com/hhj-exni-yfc	June 10, 2022	July 05, 2022 @ 2:30-3:30 pm (Division Office)
Head Teacher III (Elementary)			July 05, 2022 @ 3:30-4:30 pm (Division Office)
Master Teacher I (Elementary)	May 24, 2022 @ 10:00-10:30 am meet.google.com/buu-iejv-rhm	June 10, 2022	July 06, 2022 @ 8:30-9:30 am (Division Office)
Teacher III (Secondary)			July 06, 2022 @ 9:30-10:30 am (Division Office)
Teacher III (Elementary)	May 24, 2022 @ 10:30-11:00 am meet.google.com/goq-kisz-sss	June 10, 2022	July 06, 2022 @ 10:30-11:00 am (Division Office)
Teacher II (Elementary)			July 06, 2022 @ 11:00-11:30 am (Division Office)
Administrative Assistant III (Secretary II)	May 24, 2022 @ 01:30-02:00 pm meet.google.com/pzk-aaxg-pfx	June 10, 2022	July 06, 2022 @ 01:30-03:00 pm (Division Office)
Guidance Counselor II (SHS)	May 24, 2022 @ 02:00-02:30 pm meet.google.com/fem-nnbf-aur	June 10, 2022	July 06, 2022 @ 03:30-04:30 pm (Division Office)

6. Immediate dissemination of and compliance with this Memorandum are desired.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

NRL/GCB
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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