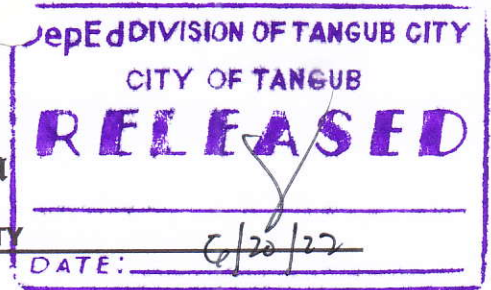




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

June 17, 2022

DIVISION MEMORANDUM

No. NS, s. 2022

CONDUCT OF SELECTION FOR ELEMENTARY TEACHER IN CHARGE DESIGNATION

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

1. Due to the retirement of some employees within the Division, this office informs the field, re: Conduct of selection for Elementary Teachers in charge designation.
2. Presently, Bongabong Elementary School, Capalaran Elementary School, Hoyohoy Elementary School and Silanga Elementary School are open for the selection process.

Position	Experience
Teacher in Charge	At least three (3) years teaching experience

3. Applicants shall be guided by DepEd Order No. 42, s. 2007 re: The Revised Guidelines on Selection, Promotion and Designation of School Heads and submit supporting documents in two (2) copies addressed to Officer In charge, Office of the Schools Division Superintendent , Attention: Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment, and Selection Committee on or before June 24, 2022. Documents shall be arranged in the following order, to wit:

- 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
 - Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/ Authorship
 - Consultancy/Resource Speakership in Trainings/Seminars/
 - Workshop / Symposia
- g. Transcript of Records;



Address: Anecito Siete St. Mantic, Tangub City
 Telephone: (088) 530 - 5988

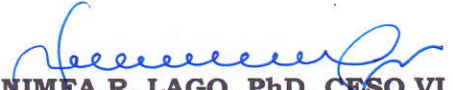


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- h. Certified photocopy of Certificates of relevant Trainings/Seminars Scholarships attended.
 - i. Photocopy of PRC License Card, Certificate of Rating/Eligibility.
 - j. Other documents relevant to the applied positions.
4. The documents shall be 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 2 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. 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)
Teacher in Charge (Elementary)	June 21, 2022 @ 1:30 PM https://meet.google.com/riw-dgcx-iis	June 24, 2022	June 27, 2022 @ 1:30 PM (Division Office)

6. For widest dissemination and compliance.


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

NRL/EAB
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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