



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

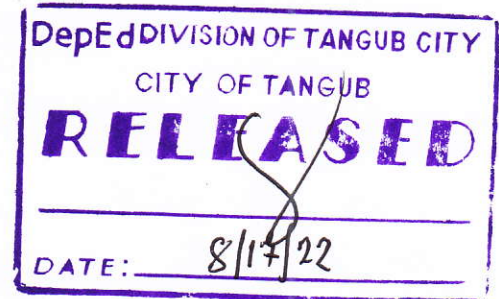
Office of the Schools Division Superintendent

August 16, 2022

**DIVISION MEMORANDUM**

No. 226 s. 2022

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



**SUBJECT : CONDUCT OF SELECTION FOR SECONDARY TEACHER-IN-CHARGE DESIGNATION**

1. Due to the retirement of some school heads within the Division, this Office informs the field regarding the conduct of selection for Secondary Teacher-In-Charge.
2. Interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation, must submit their **letter of intent** with their contact information on or before **August 23, 2022**. The qualification for the said position is stated below, to wit:

POSITION	EXPERIENCE
Teacher-In-Charge	At least three years teaching experience

3. Applicants shall be guided by DepEd Order No. 42, 2007, re: "The Revised Guidelines on Selection, Promotion and Designation of School Heads" and submit their **complete documents in two (2) copies** addressed to Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee on or before **September 2, 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;



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- 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.

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 two 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.

<b>Positions</b>	<b>Orientation (ONLINE VIA GOOGLE MEET)</b>	<b>Deadline for Submission of Documents</b>	<b>Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)</b>
<i>Teacher- in-Charge</i>	August 25, 2022 @ 9:00-9:30 am <a href="https://meet.google.com/ovw-tgyu-ijk">meet.google.com/ovw-tgyu- ijk</a>	September 02, 2022	September 08, 2022 @ 9:00- 11:00 am <b>(Division Office)</b>



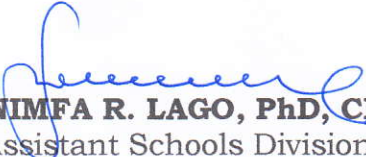

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6. Immediate dissemination of and compliance with this Memorandum are desired.

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

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING

NRL/GCB

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