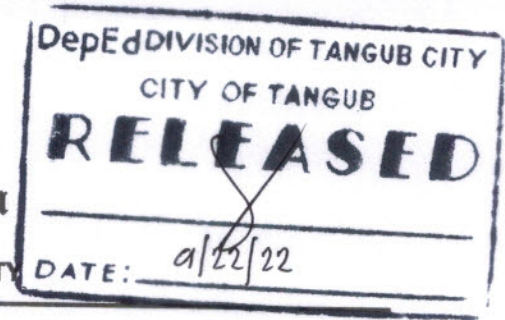




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

September 21, 2022

DIVISION MEMORANDUM

No. 269 s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 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
Head Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree w/18 Professional education units with appropriate field of specialization	Head Teacher 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)



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Administrative Aide VI (Clerk III)	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility
District-In-Charge	Master's degree in Education or other relevant Master's Degree*	5 Years cumulative experience in instructional supervision and school management	16 hours of relevant training*	RA 1080 (Teacher)*

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 **September 23, 2022**.

3. Pending the approval of the new DepEd Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines and its implementing Rules and Regulation, 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 and DepEd Order No. 42, 2007, re: The Revised Guidelines on Selection, Promotion and Designation of School Heads, and submit supporting 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 **October 5, 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;
 - 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;



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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.

Positions	Orientation (ONLINE VIA GOOGLE MEET)	Deadline for Submissi on of Docume nts	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)
<i>Head Teacher III (Secondary)</i>	September 27, 2022 @ 9:00-9:30 am meet.google.com/qih-xmfr-xch	October 05, 2022	October 11, 2022 @ 8:30am-04:00 pm (<u>Division Office</u>)
<i>District-In- Charge</i>	September 27, 2022 @ 9:30-10:00 am meet.google.com/vgb-pije-cvc		
<i>Administrative Aide VI (Clerk III)</i>			
<i>Teacher III (Secondary)</i>			
<i>Teacher III (Elementary)</i>			





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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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