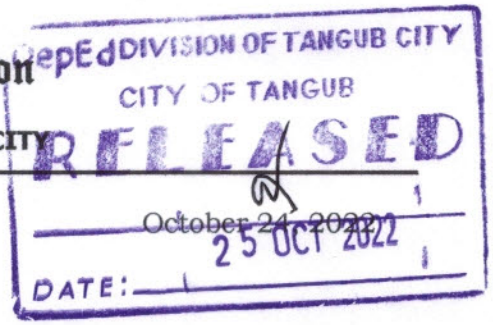




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



DIVISION MEMORANDUM
No. 323 s. 2022

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

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

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
School Principal I (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
School Principal I (Secondary)	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	RA 1080 (Teacher)



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Head Teacher II (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
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)*
Education Program Supervisor	Master's degree in Education or it other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education	None Required	2 years of relevant experience	PBET/RA 1080 (Teacher)
Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education	None Required	1 year of relevant experience	PBET/RA 1080 (Teacher)



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Administrative Officer II (HRMO I)	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	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 **November 03, 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 **November 18, 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;



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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 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 Submission of Documents	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)
<i>School Principal I (Secondary)</i>	November 08, 2022 @ 9:00-9:30 am meet.google.com/ tuc-ukzd-mtr	November 18, 2022	November 28, 2022 @ 8:30 am-09:30 am (Division Office)
<i>School Principal I (Elementary)</i>			November 28, 2022 @ 9:30 am-10:00 am (Division Office)
<i>Head Teacher II (Elementary)</i>			November 28, 2022 @ 10:00 am-11:30 am (Division Office)
<i>District-In- Charge</i>			November 28, 2022 @ 1:30 pm-03:00 pm (Division Office)





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Education Program Supervisor	November 08, 2022 @ 9:30-10:00 am @ meet.google.com/yop-shhg-zmh	November 18, 2022	November 28, 2022 @ 3:00 pm-05:00 pm (Division Office)
Teacher III (Elementary)			November 29, 2022 @ 8:30 am-10:00 am (Division Office)
Teacher II (Elementary)			November 29, 2022 @ 10:00 am-11:50 am (Division Office)
Administrative Officer II (HRMO II)			November 29, 2022 @ 1:30 pm-03:00 pm (Division Office)
Administrative Assistant II (Disbursing Officer II)			November 29, 2022 @ 3:00 pm-05:00 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/10/24/2022
 To be indicated in the Perpetual Index
 under the following subjects:

- APPOINTMENT
- PROMOTION
- HUMAN RESOURCE
- PERSONNEL SELECTION BOARD
- RANKING



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