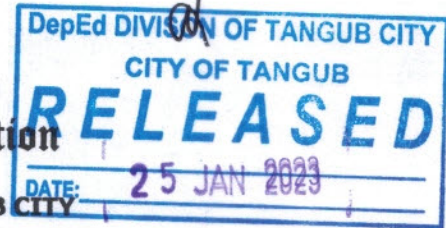




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



January 24, 2023

DIVISION MEMORANDUM
 No. 19, s. 2023

**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	Training	Experience	Eligibility
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)
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)
Master Teacher II (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 Professional units in Education, and 24 units for Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	RA 1080 (Teacher)



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Master Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 Professional units in Education, and 24 units for Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	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	None Required	3 years relevant experience	RA 1080 (Teacher)
Head Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 Professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 2 year; or Teacher for 5 years*	PBET/RA 1080 (Teacher)
Head Teacher III (Elementary)	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 Professional Education units	24 hours of relevant training	Head Teacher for 2 years; or Teacher-in-charge for 2 years; or teacher for 5 years	RA 1080 (Teacher)
Head Teacher I (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 Professional Education units with appropriate field of specialization	24 hours of relevant training	Teacher-in-charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)



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Head Teacher I (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 Professional education units*	24 hours of relevant training*	Teacher-in-charge for 1 year; or Teacher for 3 years *	RA 1080 (Teacher)*
Teacher III (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None Required	2 years of relevant experience	PBET/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 (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 Professional units in Education with appropriate major	None Required	1 year of relevant experience	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)
Administrative Assistant III (Senior Bookkeeper))	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First level Eligibility
Guidance Counselor	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)



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2. This office strictly adopts the Equal Opportunity Principle (EOP). Thus, any 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 **February 03, 2023**.

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, MEC Order No. 10, s. 1979, re: "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" 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 **February 17, 2023**. Documents shall be arranged in the following order, to wit:

For all positions except Master Teacher II and I

- 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.
- k) Omnibus Certification of Authenticity and Veracity of Documents.

For Master Teacher II and 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.



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- 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.
- 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
- m. Omnibus Certification of Authenticity and Veracity of Documents
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.



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I. ORIENTATION

Positions	Orientation (ONLINE VIA MS TEAMS)	Deadline for Submission of Documents
<i>Master Teacher II (Elementary)</i>	February 08, 2023 @ 9:00-9:30 am https://bit.ly/ORIENTATION_1stBatch	February 17, 2023
<i>Master Teacher I (Elementary)</i>		
<i>Master Teacher II (Secondary)</i>		
<i>Head Teacher III (Secondary)</i>	February 08, 2023 @ 9:30-10:00 am https://bit.ly/ORIENTATION_2ndBatch	February 17, 2023
<i>Head Teacher I (Secondary)</i>		
<i>Head Teacher III (Elementary)</i>		
<i>Head Teacher I (Elementary)</i>		
<i>School Principal I (Elementary)</i>	February 08, 2023 @ 10:00-10:30 am https://bit.ly/ORIENTATION_3rdBatch	February 17, 2023
<i>Teacher III (Elementary)</i>		
<i>Teacher II (Elementary)</i>		
<i>Teacher III (Secondary)</i>		
<i>Teacher II (Secondary)</i>		
<i>Administrative Assistant III</i>		
<i>Administrative Aide VI</i>		
<i>Guidance Counselor</i>		
<i>Education Program Supervisor</i>		



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II. INTERVIEW AND EVALUATION OF DOCUMENTS

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)	Venue
<i>Master Teacher II (Secondary)</i>	February 28, 2023 @ 08:30 am-11:30 am	Division Office
<i>Head Teacher III (Secondary)</i>		Division Office
<i>Head Teacher I (Secondary)</i>		Division Office
<i>Teacher III (Secondary)</i>		Division Office
<i>Teacher II (Secondary)</i>		Division Office
<i>Administrative Assistant III</i>	February 28, 2023 @ 01:30 pm-05:00 pm	Division Office
<i>Administrative Aide VI</i>		Division Office
<i>Guidance Counselor</i>		Division Office
<i>Education Program Supervisor</i>		Division Office
<i>Master Teacher II (Elementary)</i>	March 01, 2023 @ 08:30 am-11:30 am	Division Office
<i>Master Teacher I (Elementary)</i>		Division Office
<i>School Principal I (Elementary)</i>		Division Office
<i>Head Teacher III (Elementary)</i>	March 01, 2023 @ 01:30 pm-05:00 pm	Division Office
<i>Head Teacher I (Elementary)</i>		Division Office
<i>Teacher III (Elementary)</i>		Division Office
<i>Teacher II (Elementary)</i>		Division Office

6. Immediate dissemination 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/01/24/2023
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



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