



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete St., Mantic, Tangub City



E-mail: [tangub.city@deped.gov.ph](mailto:tangub.city@deped.gov.ph) Website: [www.depeditangub.net](http://www.depeditangub.net) Telephone: (088) 545-0304 Telefax: (088) (088)856 4524

March 22, 2018

**DIVISION MEMORANDUM**

No. 83, s. 2018

**CONDUCT OF SELECTION FOR JHS HEAD TEACHER 1 POSITION**

To: Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Elementary & Secondary School Heads  
 This Division

1. This office announces the Conduct of Selection of Qualified Applicants for Head Teacher 1 ( Salary Grade 14), this Division.
2. Per DepEd Order No.66 s. 2007, applicants to JHS Head Teacher must have the following basic requirements:
3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
JHS Head Teacher	BSE or BS w/18 prof units in Educ w/ approp field of spec	TIC of 1 yr or Teacher for 3 yrs	24 hrs rel training	RA 1080

4. The Selection process shall be in accordance with DepEd Order No.66 s.2007 entitled “ Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,”

5. Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before April 18,2018, as follows:

- a. Letter of Intent;
- b. Accomplished Form 212 with ID picture (Revised 2017)
- c. Certified photocopy of Certificates of training activities attended;
- d. Certified photocopy of Certificate of registration/license;
- e. All available and eligible documents as stipulated in DepEd Order No.66 s.2007;
- f. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.
- g. Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- h. Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

6. In the preparation of the pertinent documents, applicants shall observe the following:


Proper arrangement, pagination, fastening and tabbing:

- The pertinent papers shall be arranged according to what are enumerated in paragraph 5 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-j) shall be at the bottom of the documents.

7. The Personnel Selection Board ( PSB ) is composed of the following:

Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent  
Members: Margissa T.Amen – Administrative Officer V  
Loromer T. Carpio – Administrative Officer 1V  
LornaC.Penonal – Education Program Supervisor/TACIDETERA  
President  
Myrna T. Regidor – Chief School Governance and Operations  
Division ( SGOD)  
Carmelita A. Jubay – Chief Curriculum Implementation  
Division ( CID)  
Myrna T. Barbon – Principal 11,DAPSSHI President(Secondary)  
Elsa S. Soronio – School Principal ,Sta. Maria NHS  
Secretariat:  
Delma R. Denapo, Administrative Officer 11(AO11)  
Eleanor M. Arabejo, Administrative Aide V1 (ADA V1 )

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**JEAN G. VELOSO**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent

JGV/ ltc

Incl: As stated

Reference: As stated

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

RECRUITMENT

SELECTION

APPLICANT

POLICY