



DIVISION MEMORANDUM
 No. 235, s. 2018

CONDUCT OF SELECTION FOR TEACHER II (Elementary) POSITIONS

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

1. This office announces the Conduct of Selection of Qualified Applicants for Teacher II Position (SG- 12) for Elementary Schools.
2. Per DepEd Order 66 s.2007, applicants to Teacher II must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Teacher II	BEED or BS plus 18 professional units in Education	1 year relevant experience	None Required	RA 1080

3. Applicants shall submit documents to the receiving section of this Office addressed to the schools Division Superintendent on or before September 14, 2018 as follows:

- a. Letter of Intent
- b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c. Certified photocopy of last approved appointment;
- d. Updated Service Record;
- e. Certified photocopy of Performance Rating for the last three years;
- f. Transcript of Records;
- g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
- i. Copy of the class/Master Program indicating the no. of teaching load (current year)
- g. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 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-g) shall be at the bottom of the documents.
 - Deliberation sheet shall be stapled at the inside left portion of the folder
 - The applicants shall prepare two sets of pertinent documents following the above preparation.

- 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.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. 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 IV
 Lorna C. Penonal - Education Program Supervisor,
 TACIDETERA President
 Myrna T. Regidor - Chief School Governance and
 Operations Division (SGOD)
 Carmelita A. Jubay - Chief Curriculum Implementation
 Division (CID)
 Sheldon F. Honculada - Principal 1, PESPA President

Secretariat:

Delma R. Denapo - Administrative Officer II
 Eleanor M. Arabejo - Administrative Aide VI

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

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

RECRUITMENT SELECTION APPLICANT POLICY

Relevant, inclusive and liberating basic education builds a strong nation.