



**DIVISION MEMORANDUM**  
 No. 246, s. 2018

**CONDUCT OF SELECTION FOR TEACHER III and WATCHMAN I POSITION  
 (Tangub City National High School)**

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

- This Office announces the Conduct of Selection of Qualified Applicants for Teacher III Position (SG 13) and Watchman I (SG 2) for Tangub City National High School.
- Per DepEd Order 66 s.2007, applicants to Teacher III and Watchman I must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Teacher III	BSED or BS plus 18 professional units in Education	2 years relevant experience	None Required	RA 1080
Watchman I	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)

- Applicant shall submit documents to Tangub City National High School receiving section on or before October 12, 2018 as follows:
  - Letter of Intent
  - CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - Certified photocopy of last approved appointment;
  - Updated Service Record;
  - Certified photocopy of Performance Rating for the last three years;
  - Transcript of Records;
  - Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
  - Copy of the class/Master Program indicating the no. of teaching load (current year)
  - 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:

Myrna T. Barbon - Secondary Principal II/DAPSSHI President

Members:

Florencia S. Gumiter - Asst. Principal II  
Trifonia B. Tiongson - Head Teacher III/ Aral. Pan,  
Erlyn P. Bulawin - Head Teacher III/ Science  
Alma B. Pondoc - Head Teacher III/ Filipino  
Stewart E. Hamac - Head Teacher III/ Mapeh  
Elizabeth E. Bermudo - Head Teacher III/ English  
Marites F. Binondo - Head Teacher III/ Mathematics

Secretariat:

Wivina R. Tancogo - Administrative Officer II (Cashier)

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