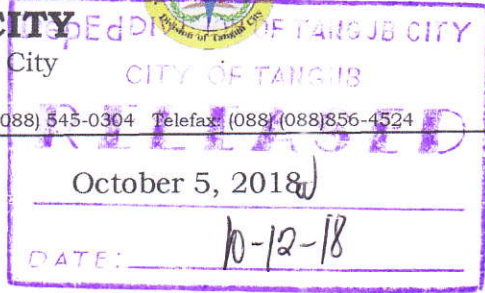




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao

**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.depedtangub.net](http://www.depedtangub.net) Telephone: (088) 545-0304 Telefax: (088) 856-4524

**DIVISION MEMORANDUM**  
No. 271, s. 2018

**CONDUCT OF SELECTION FOR HEAD TEACHER I, TEACHER III (JHS) and ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) POSITIONS**

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

1. This Office announces the Conduct of Selection of Qualified Applicants for Head Teacher I (SG 14), Teacher III (SG 13) for Sumirap National High School and Administrative Assistant II (Disbursing Officer II SG/8) Positions.

2. Per DepEd Order 66 s.2007 and DepEd Order 42 s.2007 applicants to Head Teacher I, Teacher III and Administrative Assistant II must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Head Teacher II (Junior High School)	Bachelor`s degree in Secondary Education; or Bachelor`s degree with 18 professional education units with appropriate field of specialization	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080
Teacher III	BSED or BS plus 18 professional units in Education	2 years relevant experience	None Required	RA 1080
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before October 22, 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 1V

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)

Myrna T. Barbon - Secondary Principal II/DAPSSHI President

Anna Daphne C. Mugar - Accountant III/Section Head

Secretariat:

Delma R. Denapo - Administrative Officer II

Eleanor M. Arabejo - Administrative Aide V1

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

**JEAN G. VELOSO**

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