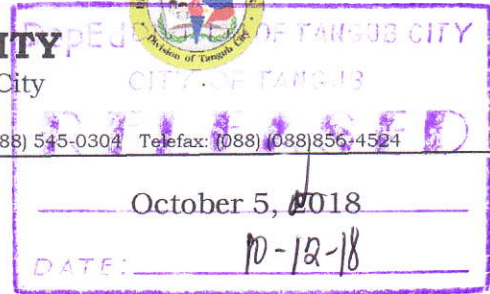




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete St., Mantic, Tangub City



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**DIVISION MEMORANDUM**  
 No. 272 s. 2018

**CONDUCT OF SELECTION FOR MASTER TEACHER I, HEAD TEACHER II, TEACHER III and TEACHER II (Elementary) POSITIONS**

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

- This office announces the Conduct of Selection of Qualified Applicants for Master Teacher I (SG 18) for Polao Integrated School, Head Teacher II (SG 15), Teacher III (SG 13) and Teacher II (SG 12) positions.
- Per DepEd Order 66 s.2007, DepEd Order 42 s.2007 MEC Order No.10, s.1979, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Master Teacher I (Elementary)	BEED or BS plus 18 professional units in Education and 18 units for MAED or its equivalent	3 years of relevant experience	None Required	RA 1080
Head Teacher II (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080
Teacher III (Elementary)	BEED or BS plus 18 professional units in Education	2 years relevant experience	None Required	RA 1080
Teacher II (Elementary)	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 the Office addressed to the schools Division Superintendent on or before October 22, 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;

- 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)
Shieldon F. Honculada	- Principal 1, PESPA President
Susan A. Libonfacil	- Principal 1, Polao Integrated School

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