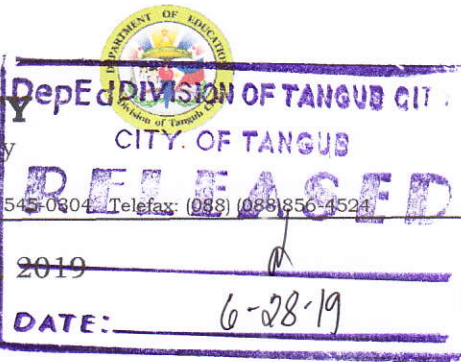




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



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June 26 2019

DIVISION MEMORANDUM
 No. 149, s. 2019

**CONDUCT OF SELECTION FOR HEAD TEACHER III
 AND TEACHER III POSITIONS (ELEMENTARY)**

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

1. This Office announces the Conduct of Selection of Qualified Applicants for Head Teacher III (SG 16) and Teacher III (SG13) Position.
2. Per DepEd Order 66 s.2007 and DepEd Order 42s. 2007 applicants to Head Teacher III and Teacher III must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Head Teacher III	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080
Teacher III	Bachelor's degree in Elementary Education; or bachelor's degree plus 18 professional units in Education	2 years 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 July 19, 2019 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:

Myrna T. Regidor	- Chief School Governance and Operations Division (SGOD)
Carmelita A. Jubay	- Chief Curriculum Implementation Division (CID)
Margissa T. Amen	- Administrative Officer V
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Shieldon F. Honculada	- Principal 1, PESPA President
Delma R. Denapo	- Administrative Officer 1V

Secretariat:

Carelyn L. Villegas	- Administrative Assistant III
Eleanor M. Arabejo	- Administrative Assistant III

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
Officer- In-Charge, Office of the 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.



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D.O. No. 66.s.2007 (Teaching and Related Teaching)

Name: _____ **School:** _____ **Position Applied** _____

- I. Performance Rating (35 pts.) _____
- 2015-2016 _____ 2016-2017 _____ 2017-2018 _____
- II. Experience (5 pts) _____
- Relevant experience on the performance of duties
Functions relevant to the next higher position
One year is given one point but not to exceed 5. _____
- III. Outstanding Accomplishment (20 pts) _____
- A. Outstanding Employee Award (4 pts) _____
- B. Innovations (4 pts) _____
- C. Research and Development Projects (4 pts) _____
- D. Publication/ Authorship (4 pts) _____
- E. Consultancy/ Resource Speakership in
Trainings/Seminars/Workshops/Symposia (4 pts) _____
- IV. Education and Training (30 pts) _____
- A. Education (25pts) _____
- Complete Academic Requirements
for Master's Degree (10 pts) _____
- Master 's Degree (15 pts) _____
- Doctoral Degree CAR (20 pts) _____
- Doctoral Degree (25 pts) _____
- B. Training (5 pts) _____
- Participant in 1 or more training activities
for at least 3 days _____
- V. Potential (5 pts) _____
- 1) Communication Skills (1 pt) _____
- 2) Ability to Present Ideas (1 pt) _____
- 3) Alertness (1 pt) _____
- 4) Judgment (1 pt) _____
- 5) Leadership Ability (1 pt) _____
- VI. Psychosocial attributes and physical characteristics (5 pts) _____
- 1) Human Relations (2pts) _____
- 2) Decisiveness (2pts) _____
- 3) Stress Tolerance (1 pt) _____
- Total: _____

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
Member/Chief SGOD

CARMELITA A. JUBAY
Member/ Chief CID

LORNA C. PEÑONAL
Member/EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
Member/ AO-V

DELMA R. DENAPO
Member/ AO- II

SHIELDON F. HONCULADA
Member/Principal I, PESPA President

CARELYN L. VILLEGAS
ADAS-III/ Secretariat

ELEANOR M. ARABEJO
ADA VI/ Secretariat

ROSEMARIE T. MACESAR
OIC- Assistant Schools Division Superintendent
PSB Chairman