

DIVISION MEMORANDUM
 No. 32, s. 2020

CONDUCT OF SELECTION FOR TEACHER III (ELEMENTARY) POSITIONS

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

- This Office announces the conduct of Selection of Qualified Applicants for Teacher III (SG 13) position.
- Per DepEd Order No. 66 s. 2007, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Teacher III (Elementary)	Bachelor of Elementary Education (BEEEd) or Bachelor's Degree plus 18 professional units in Education	None required	2 years of relevant experience	LET/PBET

- Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before February 18, 2020 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 Program indicating the number of teaching load (current year) for teacher applicants;
 - 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, and
- Only 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 - Assistant Schools Division Superintendent (ASDS)

Members:

Myrna T. Regidor - Chief, School Governance and Operations Division (SGOD)

Carmelita A. Jubay - Chief, Curriculum Implementation Division (CID)

Lorna C. Penonal - Education Program Supervisor, TACIDETERA President

Shieldon F. Honculada - Principal 1, PESPA President


Delma R. Denapo - Administrative Officer IV

Secretariat:

Carelyn L. Villegas - Administrative Officer II

Geraldine C. Benghit - Administrative Assistant III

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

Per. Macesar
AGUSTINES E. CEPE, CESO V
 Schools Division Superintendent 

AEC/ 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.