



June 24, 2020

RELEASED

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DATE: 24 JUN 2020

DIVISION MEMORANDUM
No. 199, s. 2020

CONDUCT OF SELECTION FOR TEACHER III, TEACHER II (ELEMENTARY), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) POSITIONS

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

1. This Office announces the conduct of Selection of Qualified Applicants for Teacher III (SG 13), Teacher II (SG 12) and Administrative Assistant II (SG 8) position.
2. 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 (BEEd) or Bachelor's Degree plus 18 professional units in Education	2 years of relevant experience	4 hours relevant training	LET/PBET
Teacher II (Elementary)	Bachelor of Elementary Education (BSEd) or bachelor's degree plus 18 professional unit's in Education with appropriate major	1 year of relevant experience	None required	LET/PBET
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 their documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before July 8, 2020 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. Diploma;
- h. Certified photocopy of Certificates of relevant trainings/seminars scholarships, etc.;
- i. Copy of the Class Program indicating the number of teaching load (current year) for teacher applicants; and
- j. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicants.

4. The documents must be arranged according to what are enumerated in paragraph 3 which includes table of contents;

- The documents shall be fastened at the top portion inside the folder while the tabbing, according to the table of contents (a-j) 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.

5. 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)






Margissa T. Amen - Administrative Officer V
Lorna C. Penonal - Education Program Supervisor,
TACIDETERA President
Shieldon F. Honculada - Principal I, PESPA President
Delma R. Denapo - Administrative Officer IV

Secretariat:
Carelyn L. Villegas - Administrative Officer II
Geraldine C. Benghit - Administrative Officer II

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


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 