

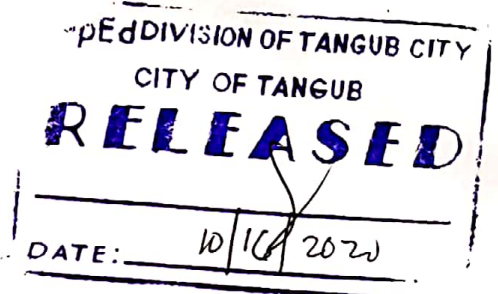


October 16, 2020

**DIVISION MEMORANDUM**  
 No. 237, s. 2020

**CONDUCT OF SELECTION FOR TEACHING RELATED  
 VACANT POSITIONS**

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



1. This Office announces the conduct of Selection of Qualified Applicants for Teacher III (Secondary) positions for Sta. Maria National High School and Sumirap National High School.
2. Per DepEd Order No. 66 s. 2007, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility	Performance rating
Teacher III (Secondary)	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years of relevant experience	None required	LET/PBET	Very Satisfactory (VS) for the last three rating period ( for transfer and promotion)

3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before October 30, 2020 as follows:
  - a. Letter of Intent;
  - b. CSC Form 211 (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; if any
  - f. Transcript of Records;
  - g. PRC License, Certificate of Rating / Eligibility;
  - h. Certified photocopy of Certificate attesting Outstanding Accomplishment / Awards Recognition; and
  - i. Other documents relevant to the applied positions.





REPUBLIC OF THE PHILIPPINES  
Department of Education  
REGION X - NORTHERN MINDANAO  
DIVISION OF TANGUB CITY

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


- Each sheet must bear a page number;
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) 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;
- The original copies of the documents shall be brought during the interview / deliberation;
- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.

5. Below is the schedule:

- a. Submission of application letter and other documents shall be on or before October 30,2020;
- b. Interview and evaluation of documents will be announced later.

6. Person with Disability (PWD) applicants will be interviewed in the first floor of this Office for accessibility.

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

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 