MEMORANDUM TO: Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Division Human Resource Merit Promotion & Selection Board  
All Other Concerned

This office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007:

1. Head Teacher II (Manambrag NHS)  
2. Head Teacher I (Elementary & Secondary)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating for the last 3 rating periods</td>
<td>30</td>
</tr>
<tr>
<td>Experience</td>
<td>10</td>
</tr>
<tr>
<td>Outstanding Accomplishments</td>
<td>30</td>
</tr>
<tr>
<td>Education</td>
<td>10</td>
</tr>
<tr>
<td>Training</td>
<td>10</td>
</tr>
<tr>
<td>Potential</td>
<td>5</td>
</tr>
<tr>
<td>Psychosocial Attributes &amp; Personality Traits</td>
<td>5</td>
</tr>
</tbody>
</table>

The Qualification Standards are as follows: (DepED Order No. 39, s. 2007)

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher II</td>
<td>15</td>
<td>2</td>
<td>Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization</td>
<td>HT for 1 year; or Teacher for 4 years</td>
<td>24 hours of relevant training</td>
<td>RA1080 (Teacher)</td>
</tr>
<tr>
<td>Head Teacher I</td>
<td>14</td>
<td>2</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>TIC for 1 year; or Teacher for 3 years</td>
<td>24 hours of relevant training</td>
<td>RA1080 (Teacher)</td>
</tr>
<tr>
<td>Head Teacher I</td>
<td>14</td>
<td>2</td>
<td>Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization</td>
<td>TIC for 1 year; or Teacher for 3 years</td>
<td>24 hours of relevant training</td>
<td>RA1080 (Teacher)</td>
</tr>
</tbody>
</table>

Applicants should submit two (2) folders with the following documents:

1st Folder:
1. Transcript of Records/Special Order  
2. Updated Service Records or Certificate of Employment  
3. Certificate of Trainings/Seminars attended  
4. Certificate of Eligibility or Board Rating (for RA1080)
2nd Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. Certificate of Eligibility
7. PRC License (for RA1080)
8. Board Rating (for RA1080)
9. Performance Rating for the last 3 rating periods (with numerical rating)
10. Copy of Last Approved Appointment
11. Certificate of relevant trainings/seminars attended
12. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number and position applied for) and should be stamped “Received” at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than December 3, 2018.

Applicants are advised to bring their original documents on the day of evaluation for verification purposes. Schedule of Evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent