MEMORANDUM TO:

Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads/OIC's
All Other Concerned

In connection with the forthcoming vacancy for Head Teacher III position at Panganiban National High School. 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:

<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: (Reference: 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 III (Secondary)</td>
<td>16</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>Head Teacher for 2 years; or Teacher for 5 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080 (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
3. Certificate of relevant trainings/seminars attended
4. Latest Appointment
5. Certificate of Eligibility or Board Rating or PRC License

**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. License/Board Rating or Certificate of Eligibility or NC II
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. 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 June 10, 2019.

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

For wide dissemination, guidance and compliance.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent