MEMORANDUM TO:

Chief Education Supervisors
Education Program Supervisors
Secondary School Heads
Secondary School Teachers

In preparation for the forthcoming vacancy for Head Teacher I position (Secondary), this office encourages all interested qualified applicants to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007:

1. Performance Rating for the last 3 rating periods - 30 points
2. Experience - 10 points
3. Outstanding Accomplishments - 30 points
4. Education - 10 points
5. Training - 10 points
6. Potential - 5 points
7. Psychosocial Attributes & Personality Traits - 5 points

The Modified Qualification Standards as provided in DepED Order No. 39, s. 2007 shall be used as basis for the basic qualifications:

<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 I (Secondary)</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 have the following documents:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet)
4. Updated Service Record
5. Performance Rating for the last 3 rating periods
6. Transcript of Records/Special Order
7. Certificated of relevant trainings/seminars attended
8. Other documents relevant to the position applied for

Pertinent papers/documents duly sealed in a long envelope must be stamped “Received” at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than February 29, 2016. Evaluation will be on March 3, 2016, 8 AM at the Office of the Asst. Schools Division Superintendent.

For dissemination, guidance and compliance.