

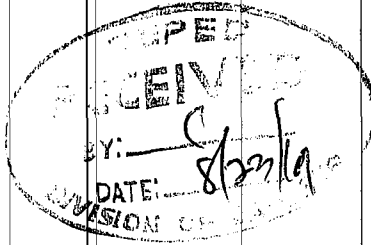


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



August 19, 2019

DIVISION MEMORANDUM

No. 304 s. 2019

RANKING FOR THE POSITION OF ELEMENTARY SCHOOL HEAD TEACHER I, II AND III

TO : Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

1. This office shall conduct the evaluation and ranking of all interested and qualified applicants to the position of Elementary School Head Teacher I, II and III.
2. Applicants must meet the following Qualification Standards for the Elementary School Head Teacher I, II and III per DepEd Order No. 39, s. 2007.

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Head Teacher I (SG – 14)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA (1080) (Teacher)
Head Teacher II (SG – 15)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA (1080) (Teacher)
Head Teacher III (SG – 16)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA (1080) (Teacher)

3. Applicants shall submit the following documents:
 - a. Omnibus Certification
 - b. Application Letter stating the position applied for
 - c. CS Form 212 (Personal Data Sheet – Revised 2017 Format) with passport size picture
 - d. Eligibility Rating
 - e. Latest PRC Certificate of Good Standing
 - f. Photocopy of PRC License
 - g. Performance Ratings for the last three (3) rating periods (at least Very Satisfactory);
 - a) SY 2018-2019
 - b) SY 2017-2018
 - c) SY 2016-2017
 - h. Updated Service Record;
 - i. Copy of latest approved appointment;
 - j. Certification of Designations as experience relevant to the position applied for;

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k. Outstanding Accomplishments, such as:

- i. Outstanding Employee Award
- ii. Innovations
- iii. Research and Development Project/s
- iv. Publication / Authorship
- v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia

l. Education – Transcript of Records and Special Order

m. Training/s:

- i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
- ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
- iii. As participant in one (1) training conducted for at least three (3) days in the National and International level;
- iv. Chair / Co-Chair in a Technical / Planning Committee

4. The criteria for Ranking as stated in DepEd Order No. 42, s. 2007 are:

a) Performance Rating	-	30 points
b) Experience	-	10 points
c) Outstanding Accomplishments	-	30 points
d) Education	-	10 points
e) Training	-	10 points
f) Potential	-	5 points
g) Psychosocial Attributes and Personality Traits	-	5 points
T O T A L		100 points


5. The following timetable of activities shall be observed:

Date	Activities
September 4, 2019	➤ Submission of pertinent documents at the Personnel Section
September 5 to 13, 2019	➤ Preliminary evaluation of documents by HRMO
September 16 to 18, 2019	➤ Interview and Open Deliberation
To be announced later	➤ Written Examination
September 20, 2019	➤ Finalization and approval of rank list

6. The Division Personnel Selection Board shall be composed of the following:

Chairman : **Cecile C. Ferro**, Assistant Schools Division Superintendent
Members : **Maria Divina H. Calleja**, Administrative Office IV – HRMO
Palmetto P. Palencia, PESPA President

7. Applicants are advised to submit their documents in a GREEN folder and bring with them their original documents for verification during the scheduled deliberation.
8. All expenses relative to these activities shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum is desired.


SUSAN S. COLLANO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: DepEd Order No. 39, s. 2007
DepEd Order No. 42, s. 2007