DIVISION MEMORANDUM

No. 372, s. 2019

TO: Assistant Schools Division Superintendent
Chief of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
And Interested Qualified Applicants

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

SUBJECT: ANNOUNCEMENT OF VACANCY FOR PROMOTION TO HEAD TEACHER I
POSITION (JUNIOR HIGH SCHOOL)

DATE: SEPTEMBER 13, 2019

1. This office shall conduct the evaluation and ranking of all interested and qualified applicants to the position of Head Teacher I who will be responsible for the administrative and instructional supervision of a secondary school. As such, a school head is expected to possess the following leadership dimensions:
   A. Educational Leadership
   B. People Leadership
   C. Strategic Leadership

2. The assignment of a Head Teacher shall be in a school without Principal Items and no assigned Head Teachers. Thus, applicants to vacant HT-I position can opt to stay or transfer to big school.

3. Applicants must meet the following Qualification Standards for the Head Teacher I per DepEd Order No. 39, s. 2007.

<table>
<thead>
<tr>
<th>POSITION TITLE AND SALARY GRADE</th>
<th>EDUCATION REQUIREMENTS</th>
<th>EXPERIENCE REQUIREMENTS</th>
<th>TRAINING REQUIREMENTS</th>
<th>ELIGIBILITY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher I (SG-14)</td>
<td>Bachelor's degree in Secondary Education; or Bachelor's degree w/ 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>RA (1080) (Teacher)</td>
</tr>
</tbody>
</table>

DepEd Camarines Sur: An SDO that Cares, Engages and Serves with united hearts.
4. 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;
   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

5. The Criteria in the computation of points are as follows:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>30</td>
</tr>
<tr>
<td>Experience</td>
<td>10</td>
</tr>
<tr>
<td>Outstanding Accomplishments (Meritorious Accomplishments)</td>
<td>30</td>
</tr>
<tr>
<td>Education</td>
<td>10</td>
</tr>
<tr>
<td>Training</td>
<td>10</td>
</tr>
<tr>
<td>Psycho-Social Attributes</td>
<td>5</td>
</tr>
<tr>
<td>Potential</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

6. The following timetable of activities shall be observed:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2019</td>
<td>Deadline for submission of pertinent documents</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Preliminary evaluation of documents by HRMO</td>
</tr>
<tr>
<td>October 17, 2019</td>
<td>Deliberation, Evaluation and Interview</td>
</tr>
<tr>
<td>October 17, 2019</td>
<td>Written Examination</td>
</tr>
<tr>
<td>October 25, 2019</td>
<td>Finalization and approval of Rank List</td>
</tr>
</tbody>
</table>

DepEd Camarines Sur: An SDO that Cares, Engages and Serves with united hearts.
7. The Division Personnel Selection Board shall be composed of the following:

**Chairman**: Susan S. Collano, Assistant Schools Division Superintendent

**Members**: Lita T. Mijares, CID Chief
Reynaldo P. Lopez, Secondary School Principal I / ACESSSA President
Maria Divina H. Calleja, Administrative Office IV – HRMO or Her Authorized Representative

8. Applicants are advised to submit their documents in a LIGHT BLUE folder and bring the original documents for verification during deliberation.

9. All expenses relative to these activities shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination of and compliance with this Memorandum is desired.

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

*DepEd Camarines Sur: All SDO that Cares, Engages and Serves with united hearts.*