

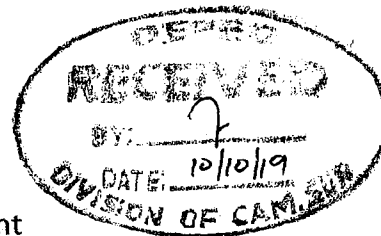


Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 372, s. 2019



TO : Assistant Schools Division Superintendent
Chiefs 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**, *msc*
Assistant Schools Division Superintendent
Officer-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.

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Head Teacher I (SG – 14)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA (1080) (Teacher)

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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:

	CRITERIA	POINTS
Performance		30
Experience		10
Outstanding Accomplishments (Meritorious Accomplishments)		30
Education		10
Training		10
Psycho-Social Attributes		5
Potential		5
	TOTAL	100

6. The following timetable of activities shall be observed:

Date	Activities
October 11, 2019	➤ Deadline for submission of pertinent documents
October 14 6 , 2019	➤ Preliminary evaluation of documents by HRMO
October 17, 2019	➤ Deliberation, Evaluation and Interview
October 17, 2019	➤ Written Examination
October 25, 2019	➤ Finalization and approval of Rank List

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 / ACSSSA
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