



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 FEB 2023

DIVISION MEMORANDUM

No. 01 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
HEAD TEACHER I**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Head Teacher I. All qualified and interested applicants are requested to submit their pertinent documents on or before **MARCH 10, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 42, s. 2007** – The Revised Guidelines on Selection, Promotion and Designation of School Heads shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Head Teacher I	OSCE-DECSB-HTEACH1-270049-2020	SG 14	1	Elementary School



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2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Photocopy of duly signed Performance rating in the present position for the last 3 rating periods
4. Photocopy of updated Service Record
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC)
7. Photocopy of Authenticated Transcript of Records (TOR), Diploma and Certification of Complete Academic Requirements (if applicable)
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants)
9. Certificate of Participation in Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
  - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
  - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any)
11. Outstanding Accomplishment (if any);
  - a. Outstanding Employee Award
  - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
  - c. Research and Development Projects





- d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
- e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

12. Omnibus certification of authenticity and veracity of all documents submitted.
4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	March 10, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 14, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	March 16, 2023
Written and Oral Communication Test of applicants  Evaluation of documents and interview of applicants	SDO Conference Room	March 21, 2023
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 22, 2023
Submission of Comparative Assessment Result (CAR) to the office of the SDS	Office of the SDS	March 23, 2023



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Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 25, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at [hr@depedtayabas.com](mailto:hr@depedtayabas.com).

8. Wide and immediate dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



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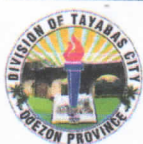


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### **DUTIES AND RESPONSIBILITIES OF HEAD TEACHER I**

- Supervises and directs all school teaching and non-teaching personnel;
- Manages instructional system;
- Sets up goals and objectives;
- Leads and implements educational programs;
- Organizes and conduct INSETs;
- Promotes and coordinates services for the holistic development of school personnel and pupils;
- Directs, coordinates and manages school funds according to prioritized needs;
- Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.);
- Requests and distributes instructional materials;
- Initiates and complies teachers' professional documents in portfolios;
- Practices equitable distribution of teaching loads and observes teacher-learner ratio;
- Inspects regularly Daily Lesson Logs (DLL);
- Monitors teachers upkeep of students records;
- Provides EPA compliant accommodation to learners amidst shortages;
- Prepares/consolidates reports;
- Rates all school personnel performance and recommends promotion;
- Creates committee to assess learning outcomes;
- Establishes linkages with stakeholders;
- Ensures compliance to existing laws, policies and orders of fund raising projects for the school;
- Evaluates the school plant, physical facilities, safety and sufficiency with the assistance of specialists;
- Formulates intervention programs/innovations for learners development;
- Organizes special classes for learners with special needs;
- Meets parents regularly to confer/inform about school accomplishments;
- Determines the strengths, weaknesses, opportunities and threats of the school;
- Designs programs with stakeholders to address school needs;
- Recognizes accomplishments of stakeholder's;
- Promotes welfare of stakeholders';
- Mediates and ensures resolution of conflicts in school;
- Formulates school policies with stakeholders;
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Promotes school discipline with stakeholders;
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.



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