



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

4 AUGUST 2020

DIVISION MEMORANDUM
No. 180 s. 2020

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

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

1. This is to announce to the field the division-wide recruitment and selection of applicant regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

Position	No. of Position	Work Assignment
Head Teacher 1	1	Elementary

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Head Teacher 1-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	Behavioral Competency Core Skills/ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) properly labelled, with ear tag, per criterion;
1. Application letter addressed to the Schools Division Superintendent
 2. Two (2) copies of computerized CSC Form 212-revised 2017 (Personal Data Sheet)
 3. Certificate of Employment and/or Service Record
 4. Authenticated Certificate of Board Rating/Eligibility
 5. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
 6. NBI Clearance
 7. PSA issued Marriage Certificate (if applicable)
 8. PSA issued Birth Certificate



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



DIVISION MEMORANDUMNo. 140 s. 20xxPage **2** of 3

9. Certificate of Trainings for the last three (3) years or after the recent promotion
10. Required documents for evaluation as stipulated in the **DO # 39 s. 2007** Modified Standards for the Positions of Head Teachers and Principal; and **DO # 42, s. 2007** Revised Guidelines on Selection, Promotion and Designation of School Heads.
4. All applicants are advised to submit the documents for their outstanding accomplishments in a sealed envelope separate from their application which shall be opened during the scheduled evaluation of documents.
5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. **Incomplete** documents shall not be entertained and no retrieval of folders shall be allowed once stamped "**Received**" by the office.
6. Below is the timeline for the recruitment and selection process:

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	August 14, 2020 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	August 17, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	August 18 2020
Written and Oral Communication Test	SDO Conference Hall	August 19, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	August 19, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	August 19, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	August 20, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	August 24, 2020

7. Applicants are requested to be physically present during the evaluation and interview if not please contact Ferex Zafranco @ 09286865373.
8. Wide and immediate dissemination of this memorandum is desired.

ANIANO M. GAYON, CESO V
Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>