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

4 SEPTEMBER 2020

DIVISION MEMORANDUM

No. 28 s. 2020

**DIVISION MEMORANDUM RE: RECRUITMENT AND SELECTION OF APPLICANTS FOR
TEACHER-IN-CHARGE (ELEMENTARY)**

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

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

Position	No. of Position	Work Assignment
Teacher-in-charge (Elementary)	2	Elementary

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Teacher-in-charge (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 units professional education units of Management	Three (3) years teaching experience	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. Certificate of Trainings for the last three (3) years or after the recent promotion.
7. Required documents for evaluation as stipulated in the DO # 42, s. 2007 Revised Guidelines on Selection, Promotion and Designation of School Heads.



Brgy. Poto, Tayabas City



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4. All applicants are advised to submit the documents for their outstanding accomplishment in a sealed enveloped 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	September 14, 2020
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	September 15, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	September 16, 2020
Written and Oral Communication Test	SDO Conference Hall	September 17, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	September 17, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	Office of the ASDS	September 17, 2020
Submission to the office SDS the Comparative Assessment Result (CAR)	Office of the SDS	September 18, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	September 21, 2020

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

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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