



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

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16 MAY 2023

DIVISION MEMORANDUM  
No. 231 \_\_\_\_\_ s.2023

**CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR TEACHER-IN-CHARGE IN ELEMENTARY SCHOOL**

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 call for submission of applications for Teacher-in-Charge in the Elementary School. All interested applicants are requested to submit their pertinent documents to the Personnel Administration Services Unit through the Records office on or before **May 19, 2023 until 5:00 o'clock in the afternoon.**
2. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use the **DepEd Order No. 039, s. 2007** or the Modified Qualification Standards for the positions of Head Teachers and Principals and **DepEd Order No. 007, s. 2023** or the Guidelines on Recruitment, Selection and Appointment in the Department of Education during the selection process.
3. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle on Human Resource Management and Development and encourage all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.
4. Interested applicants are advised to register at <https://tinyurl.com/2023depedtayabasapplicants> and submit all the needed documents indicated in DO No. 007, s. 2023 (*see attached Annex A*) **properly labelled with ear tag.** Individuals who failed to submit the needed requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants.
5. **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.



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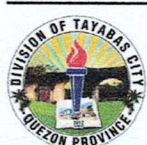


6. The qualification standards and competency requirements of the said position are as follow:

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

7. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	May 19, 2023	Personnel Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	May 22, 2023	Human Resource Management Office / Personnel Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	May 23, 2023	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	May 23, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [ <i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) &amp; Skills or Work Sample Tests (S/ WST)</i> ]	May 25, 2023	SDO Conference Hall
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	May 26, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	May 29, 2023	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	May 30, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page



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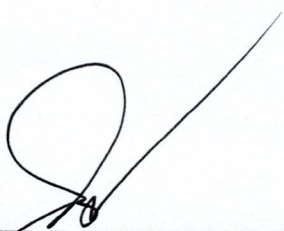

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8. Wide and immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS, JR.**  
Schools Division Superintendent 



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**Annex A**

**CHECKLIST OF REQUIREMENTS FOR SCHOOL HEAD**  
**(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC);
4. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements (if applicable);
5. Updated Service Record;
6. Certificate of Employment;
7. Certificate of Training/s attended, if applicable;
8. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)

**Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>**

**Other documents as required in DepEd Order 7, s. 2023:**

9. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (if applicable);

**Note: For positions with experience requirement:**

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

10. Outstanding Accomplishment acquired or earned after the last promotion (if any);
  - 10.1. Awards and recognition
    - 10.1.1. Outstanding Employee Award
      - 10.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search
      - 10.1.1.2. Certificate of Recognition/Merit
    - 10.1.2. Awards as Trainer/Coach
      - 10.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.
      - 10.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity
  - 10.2. Research and Innovation
    - 10.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
    - 10.2.2. Accomplishment report verified by the Head of Office
    - 10.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office



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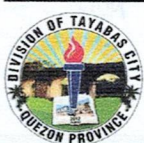
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- 10.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 10.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
- 10.3. Subject Matter Expert / Membership in National TWG or Committees (relevant to the position being applied for)
  - 10.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
  - 10.3.2. Certificate of Participation or Attendance; and
  - 10.3.3. Output/Adoption by the Organization/DepEd
- 10.4. Resource Speakership/Learning Facilitation
  - 10.4.1. Issuance/Memorandum/Invitation/Training Matrix;
  - 10.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
  - 10.4.3. Slide deck/s used and/or Session guide/s
- 10.5. NEAP Accredited Learning Facilitator
  - 10.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
  - 10.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- 11. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.  
**Note: For positions with experience requirement:**  
**Relevant Intervention:**
  - 11.1. Action Plan approved by the Head of Office
  - 11.2. Accomplishment Report verified by the Head of Office
  - 11.3. Certification of the utilization/adoption signed by the Head of Office
- 12. Applications of Learning and Development (L&D)**
  - 12.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP);
  - 12.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
  - 12.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
  - 12.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
- 13. Latest approved appointment (if any).**



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