



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

6 OCTOBER 2020

DIVISION MEMORANDUM
No. 252 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
HEAD TEACHER III IN ELEMENTARY**

To: OIC-Assistant Schools Division Superintendent
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
Head Teacher III-Elementary	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 III-Elementary	Bachelor's degree in Education; or bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours 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. Performance Rating in the last 2 years rating period (if applicable)
4. Certificate of Employment and or/Service Record
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (3) years or after the recent promotion.
8. Latest approved appointment



Brgy. PotoI, Tayabas City



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9. Required documents for evaluation as stipulated in the DO # 42, s. 2007 Revised Guidelines on Selection, Promotion and Designation of School Heads and DO # 39, s. 2007 Modified Qualification Standards for the position of School Heads and Principals.
 10. Outstanding Accomplishment
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.
4. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **Incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.
5. 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	October 23, 2020
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	October 27, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	October 28, 2020
Written and Oral Communication Test Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	SDO Conference Hall	October 29, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	Office of the ASDS	October 30, 2020
Submission to the office SDS the Comparative Assessment Result (CAR)	Office of the SDS	November 3, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	November 5, 2020

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

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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