



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

**DIVISION MEMORANDUM**

No. 154 s.2020

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Elementary/Secondary School Heads  
 Section Heads  
 All Other Concerned

From: **DR. GORGONIO G. DIAZ JR., CESO V**  
 Schools Division Superintendent

Subject: **RANKING OF APPLICANTS FOR DEPARTMENT HEAD VACANT POSITION @ CAPACUJAN NATIONAL HIGH SCHOOL**

Date: July 7, 2020

1. This Office announces the acceptance of application for Secondary School Head teacher II, (Department Head) to be submitted to the Division HRMO starting July 1, 2020
  - 1.1 One (1) Head Teacher II (SG-15)
2. DepEd provides equal opportunity for employment/promotion among Persons with Disabilities, (PWDs) hence, they are encouraged to apply.
3. Applicants must meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Head Teacher II (Secondary)	15	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units with appropriate field of specialization	Head Teacher 1 for 1 year or Teacher-In-Charge for 1 year; Teacher for 4 years	24 hours of relevant training	RA 1080

4. Applicants shall submit in two (2) copies (1 authenticated and 1 photocopied) to the Office of the Assistant Schools Division Superintendent through the Human Resource Management Officer with all documentary requirements properly arranged in the following order:
  - a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for
  - b. CSC Form 212, revised 2017 properly completely filled-up with the latest passport pictures
  - c. Eligibility Rating / Certificate of Eligibility
  - d. Transcript of Records





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- e. Service Records/Certificate of Employment/Special Order of Assignment
- f. Performance Ratings for the last 3 rating periods
- g. Certificate of Trainings attendant/ relevant to the position being applied/certificate of specialized trainings
- h. Certificates and other documents relevant to the position applied for claims of outstanding accomplishments.

5. The schedule of the selection process is as follows:

Activities	Dates	Remarks
Acceptance of application to the Division HRMO	July 1 - 17, 2020	HRMO
Interview of applicants and open deliberation procedure	July 24, 2020	HRMPSB 8:00am-5:00pm Library Hub, Division Office
Finalization of rank list	July 30, 2020	HRMPSB

6. The applicants for said position will be categorized as follows:

Category A: Incumbent Department Head/ Designated Heads where vacancy exist

Category B: Applicants from other schools

- 7. Important reminder: Incomplete and late submission of documents shall no longer be entertained /accepted after the deadline.
- 8. **Interview and deliberation of applicants will be on an “OPEN RANKING SYSTEM” and “ONE STOP SHOP” procedure shall be observed so that all concerned applicants may know their status immediately after their appraisal. However, the initial result is subject to review by the Division Human Resource and Personnel Selection Board prior to the determination of final rating/ points earned and posting.**
- 9. Short listed candidates shall be notified through a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
- 10. Immediate dissemination of and compliance with this Memorandum are desired.

