



DIVISION OF NORTHERN SAMAR

Mabini St., Brgy. Acacia, Catarman N. Samar 6400, Philippines
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DIVISION MEMORANDUM

JANUARY 7, 2021

No. 004 s.2021

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

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

SUBJECT: **Screening, Selection and Evaluation of Applicants for Head Vacant Position @ Eladio T Balite Memorial School of Fisheries**

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on **January 20, 2021**.
 - 1.1 (1) Head Teacher II
 - 1.2 (1) Head Teacher III
 - 1.3 (1) Head Teacher VI
2. DepEd provides equal opportunity for employment/promotion among Persons with disabilities, (PWDs) hence, they are encouraged to apply.
3. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Head Teacher II	15	BEED/BSED At least CAR Holder	1 year as Teacher III	9 hours of relevant training	RA 1080
Head Teacher III	16	BEED/BSED At least CAR Holder	1 year as Head Teacher II	9 hours of relevant training	RA 1080
Head Teacher VI	19	BEED/BSED At least CAR Holder	1 year as Head Teacher III	9 hours of relevant training	RA 1080

4. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** 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 and completely filled-up with the latest passport picture
 - c. Authenticated Board Rating / Certificate of Eligibility
 - d. Authenticated Transcript of Records
 - e. Service Records/Certificate of Employment/Special Order of Assignment
 - f. Performance Ratings for the last 3 rating periods if any

