



Republic of the Philippines  
Department of Education  
Regional Office No. VIII  
**DIVISION OF NORTHERN SAMAR**



Mabini St., Brgy. Acacia, Catarman N. Samar 6400, Philippines  
Telefax: (055) 500-9801

**DIVISION MEMORANDUM**

JANUARY 7, 2021

No. 009 s.2021

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

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

SUBJECT: **Screening, Selection and Evaluation of Applicants for Vacant Head Teacher Items @ Laoang National Technical High School**

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 III (SG16)

Applicants must be meet the following Qualification Standards;

| Position Title   | Salary Grade | Educational Requirement                                                                                                           | Experience Requirement                                                   | Training Requirement          | Eligibility |
|------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------|-------------|
| Head Teacher III | 16           | Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units with appropriate field of specialization | Head Teacher for 2 or Teacher-In-Charge for 2 years; Teacher for 5 years | 24 hours of relevant training | RA 1080     |

2. 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
- g. Certificates of Training attended 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.



*Soar High, Northern Samar Division!*

