



DIVISION OF NORTHERN SAMAR

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

SUBJECT: **Screening, Selection and Evaluation of Applicants for Vacant Head Teacher Items @ Lavezares I District**

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 I (SG14)
- 1.2 (1) Head Teacher II (SG15)

2. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Head Teacher I	14	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units with appropriate field of specialization	Teacher-In-Charge for 1 year, Teacher for 3 years	24 hours of relevant training	RA 1080
Head Teacher II	15	Bachelor's degree in Elementary 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

3. 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

