



**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 Head Vacant Position @ Pambujan II District**

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on **January 20, 2021**.

1.1 (2) Head Techer III (SG-16)

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 III (Elementary)	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

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
  - 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.

