



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

**DIVISION MEMORANDUM**

No. 382 s.2021

November 10, 2021

**SCREENING, SELECTION AND EVALUATION OF APPLICANT FOR NON-TEACHING  
VACANT POSITION FOR PANGPANG INTEGRATED SCHOOL,  
PALAPAG II DISTRICT**

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

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on **November 15, 2021**.

1.1 (1) Head Teacher – I

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 I	14	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Teacher-in-charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher) PBET



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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.

5. The schedule of selection process is as follows:

Submission and Acceptance of Application @ the Division Human Resource and Management Office	<b>November 15 – 26, 2021</b>
Interview of Applicants	<b>December 6 – 10, 2021</b>
Finalization and Posting of Rank list	<b>December 13, 2021</b>

6. Important reminder: Incomplete and late submission of application requirements shall no longer be entertained after the deadline set for the purpose of fairness, equity, and the promotion of merits and fitness
7. Interview and deliberation and evaluation of applicant documents shall 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.**
8. Short listed candidates shall be notified though a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
9. Immediate dissemination of and compliance with this Memorandum is desired.

  
**RAUL D. AGBAN, Ed.D.**  
 OIC – Schools Division Superintendent