



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

DIVISION MEMORANDUM

No. 410 s.2021

**SCREENING, SELECTION AND EVALUATION OF APPLICANT FOR HEAD TEACHERS AND
NON-TEACHING VACANT POSITIONS FOR
CATARMAN NATIONAL HIGH SCHOOL**

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 IV
- 1.2 (1) Head Teacher III
- 1.3 (2) Head Teacher II
- 1.4 (1) Administrative Aide 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 IV	17	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher III for 2 years	32 hours relevant training	RA 1080



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Head Teacher III	16	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher II for 2 years or Teacher-in-Charge for 2 years or Teacher in 5 years	24 hours relevant training	RA 1080
Head Teacher II	15	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for for 2 years or Teacher-in-Charge for 2 years or Teacher in 5 years	24 hours 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.

5. The schedule of selection process is as follows:

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

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 through 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. ADBAN, EdD
Schools Division Superintendent

