



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

Office of the Schools Division Superintendent

January 17, 2022

DIVISION MEMORANDUM

No. 017, s. 2022.

**CALL FOR APPLICANTS FOR VACANT PERMANENT
 HEAD TEACHER II POSITION FOR SAN ROQUE DISTRICT**

To: Assistant Schools Division Superintendent
 Division Chiefs
 Office/Unit Heads
 All Other Concerned

1. This Office hereby announces the acceptance of applications for the following vacant Permanent Non-Teaching Vacant Positions:
 - a. One (1) Item - Head Teacher II (SG14/1)
2. This call for application shall be **open to all interested qualified applicants regardless of sex, gender, or religion and encourages applications of Persons with Disabilities (PWDs)**. Hence, to allow equal opportunity for employment/promotion of the above vacant Permanent Non-Teaching Vacant Positions, applicants should be guided by the following minimum Qualification Standards as approved by the Civil Service Commission, to wit:

Position Title	Educational Requirement	Training	Experience	Eligibility
Head Teacher II	Bachelor's Degree in Elementary / Secondary Education/ Bachelor's Degree with 18 units Prof. Ed	24 hours relevant training	Head Teacher for one (1) year or Teacher-in-Charge for one (1) year or Teacher for four (4) years	RA 1080 (LET)

3. Applicants shall submit in two (2) copies (1 original/ authenticated and 1 photocopy) to, HRM Office, Department of Education, Division of Northern Samar, Mabini St, Acacia, Catarman, Northern Samar, 6400, Philippines, the documentary requirements properly arranged and securely fastened in the following order in legal-size folders labelled "PERTINENT DOCUMENTS FOR RANKING FOR (the position applied for)":
 - a. Application letter addressed to **RAUL D. AGBAN, EdD**, OIC-Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St, Acacia, Catarman, Northern Samar, 6400, Philippines, stating the position applied for.



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
 Telefax: (055) 500 9801
 Email: northern Samar@deped.gov.ph
 Division Official Website: <https://northern Samar.deped.gov.ph>



- b. CSC Form 212 (revised 2017) properly and completely filled-up, duly notarized and with the latest passport picture with white background, nametag and signature)
- c. Eligibility Rating / Certificate of Eligibility/ Authenticated
- d. Diploma and Transcript of Records/Authenticated
- e. Service Records/Certificate of Employment/Special Order of Assignment
(Note: for positions where experience is none required, if the applicant submits documents as proof of experience, the same shall be given corresponding points)
- f. Performance Ratings for the last 3 rating periods, if any
- g. Certificate of Training attendance/participation relevant to the position being applied/certificate of specialized training
- h. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments.
- i. Omnibus Certification of Veracity of Documents Submitted.

4. The schedule of the selection process is as follows:

- a. **January 19-21, 2022** Submission, screening, and acceptance of applications
- b. **January 24 – 26, 2022** Interview of applicants

5. This Office reserves the right to **DENY** incomplete and/or late application folders submitted after the deadline (**January 21, 2022**) set for the purpose of fairness, equity, and the promotion of merit and fitness.

6. Immediate dissemination of and compliance to this Memorandum are so desired.


RAUL D. AGBAN, EdD
Schools Division Superintendent