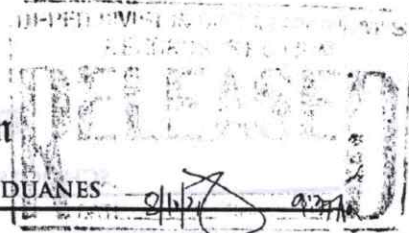


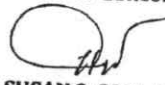


Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**  
 OSDS-UM-08-06-21/MBL

**TO :** Chiefs, CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary School Heads/TICs  
 Human Resource Merit Promotion & Selection Board  
 All Other Concerned

**FROM :**   
**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent

**SUBJECT:** **ANNOUNCEMENT OF VACANCY**

**DATE :** August 6, 2021

This is to announce the vacancy for **Head Teacher III (Elementary)** position. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in DepEd Order No. 42, s. 2007.

The qualification standards for said positions are as follows: (Reference: DepEd Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 Professional Education Units	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

This upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit document in one (1) folder (with tabbing, following the arrangement of the requirements as listed below) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of **AUGUST 16, 2021**. No application documents will be accepted after the deadline.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License





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9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments\*
  - a. Outstanding Employee Award
  - b. Innovation
    - i. with permit to make innovation from appropriate office
    - ii. copy or write-up of the innovation/s
    - iii. report on outcome of innovation (if available)
  - c. Research & Development Projects
    - i. with permit to conduct research from appropriate office
    - ii. Copy of Research
    - iii. Report on outcome of research (if available)
  - d. Publication/Authorship
    - i. copy of the publication itself
    - ii. certification from the publisher
  - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
    - i. Letter of invitation/memorandum/program of activities
    - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any\*
14. Other documents relevant to the position applied for

*\*In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Personnel with previous application for Head Teacher III can update their documents on or before the above-mentioned deadline.

Position	Grade	Level	Requirement
Head Teacher III	18	1	1. Bachelor's Degree in Education 2. 2 years of teaching experience 3. 1 year of administrative experience 4. 1 year of supervisory experience

For information and wide dissemination.

This office Equal Employment Opportunity Program...  
Interested qualified applicants shall submit document in one (1) self-addressed envelope...  
The deadline for submission of documents is August 19, 2021.

1. Letter of Intent
2. Certificate of Authentication & Verification of Documents
3. Personal Data Sheet (PDS) Form 211-R (Revised 2017) with valid photo
4. Transcript of Records (TOR)
5. Updated Service Record
6. Copy of Last Appointment
7. Certificate of In-School/Out-of-School Status
8. Certificate of Eligibility (CE) Form and TOR