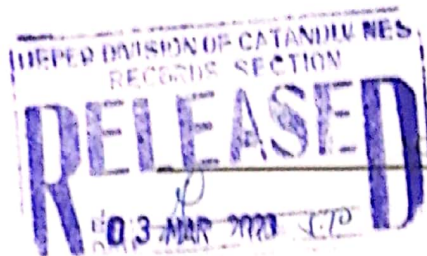




Republic of the Philippines
Department of Education

REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



02 March 2023

DIVISION MEMORANDUM

No. 077 s. 2023

CALL FOR APPLICATION FOR TEACHER-IN-CHARGE

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
Human Resource Merit Promotion & Selection Board
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. This Office invites all interested and qualified applicants for Teacher-In-Charge. They are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in DepEd Order No. 42, s. 2007 and the Customized Policy Manual on Recruitment, Selection and Placement of SDO-Catanduanes.

2. To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

3. Applicants shall submit documents in one (1) folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.2*) and should be stamped "received" at the Records Section and submit to Human Resource Management Office on or before March 10, 2023. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before March 10, 2023.

4. Teachers with approved ERF for Head Teacher may apply.

5. No documents shall be accepted after the deadline, except on highly justifiable reasons or causes.

6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any false and fraudulent document submitted shall be grounds for disqualification.

7. Enclosed to this Memorandum are the following:

7.1 List of documents to be submitted

7.2 Duties & Responsibilities of Teacher-In-Charge

8. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.

9. This Office 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, and those from any sexual orientation and gender identities and





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expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”

10. It should be understood that Teacher-In-Charge is a designation not a permanent plantilla position. Designation as defined by the Civil Service Commission is a movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. (ORA OHRA, 2019 Edition). Thus, the appointing/designating authority has the full discretion who to designate based on the principle of merit, fitness, competence and sound judgment.

11. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.

12. Recommendation is not necessary.

13. For wide dissemination, guidance and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 42, s. 2007 and Customized Policy Manual on Recruitment, Selection and Placement of SDO-Catanduanes, ORA-OHRA

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION EMPLOYMENT
RECRUITMENT

MBL/DM- Call for Application for Teacher-In-Charge
006/March 2, 2023





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Enclosure No. 7.1

LIST OF DOCUMENTS TO BE SUBMITTED

1. Letter of Intent addressed to the Head of Office
2. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
3. Certificate of Eligibility, Board Rating/PRC License
4. Transcript of Records/Special Order
5. Updated Service Record or Certificate of Employment
6. Certificate of In-Service Trainings/Seminars*
7. Performance Rating for the last three (3) rating periods
8. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
9. Checklist of Requirements submitted
10. Copy of Last Approved Appointment
11. Copy of Designation in a form of an Office Memo/Order (government employees);
12. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - i. With Certificate of Award
*The award-giving body or organizing committee must be recognized/endorsed by NEAP, CSC and DepED with special issuances
 - b. Innovation
 - i. with Innovation Project Proposal Manuscript
 - ii. Approval Sheet from the Review Committee
 - iii. Certificate of Completion signed by ASDS/SDS and issued by the Review Committee
 - iv. Memorandum or any proof on the Adoption and Implementation of the Innovation
 - c. Research & Development Projects- Action Research or Basic Research properly indorsed by the School/District Research Committee and approved by the latter following the Policy Guidelines stipulated in Division Memorandum No. 559 s. 2021
 - i. Research Proposal Manuscript
 - ii. Approval Sheet corroborated by the Research Committee
 - iii. Certificate of Completion signed by the Asst. Schools Division Superintendent
 - d. Publication/Authorship
 - i. original 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
13. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
14. Chair/Co-Chair in a technical/planning committee, if any*
15. 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.*





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Enclosure No. 7.2

DUTIES AND RESPONSIBILITIES OF TEACHER-IN-CHARGE

1. Setting the mission, vision, goals and objectives of the school;
2. Creating an environment within the school that is conducive to teaching and learning;
3. Implementing the school curriculum and being accountable for higher learning outcomes;
4. Developing the school education program and school improvement plan;
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;
7. Administering and managing all personnel, physical and fiscal resources of the school;
8. Recommending the staffing complement of the school based on its needs;
9. Encouraging staff development;
10. Establishing school and community networks and encouraging the active participation of teachers' organizations, non-academic personnel of public schools, and parents-teachers-community associations;
11. Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and
12. Performing such other functions as may be assigned by proper authorities.

