



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 04 2021

DIVISION MEMORANDUM
No. 002 s. 2021

**DIVISION RANKING OF HEAD TEACHER III – ARLING PANLIPUNAN FOR
PABLO ROMAN NATIONAL HIGH SCHOOL**

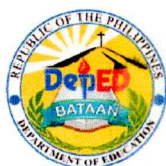
To: OIC-Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

1. This Office announces the conduct of the Division Ranking of the following vacancies in the Division and to be held via Zoom Conferencing

VACANCY	NO. OF ITEMS	DATE & TIME OF RANKING
PABLO ROMAN NATIONAL HIGH SCHOOL	1	January 13, 2021 8:30 am Wednesday

2. The following will be the legal bases for ranking:

VACANCY	NO. OF ITEMS	LEGAL BASES FOR RANKING
PABLO ROMAN NATIONAL HIGH SCHOOL – HEAD TEACHER III – ARLING PANLIPUNAN	1	Dep-Ed Order No. 39, Series of 2007 entitled Modified Qualification Standards for the Positions of Head Teachers and Principals and Dep-Ed Order No. 42, Series of 2007 entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads



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3. All qualified applicants including persons with disability (PWD), members of indigenous communities and those from sexual orientation and gender identities (SOGI), religion and political affiliation are enjoined to participate.
4. The qualification standards based on Deped Order No. 39, s. 2007 are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
HEAD TEACHER III (SECONDARY) SG-16	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 units professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)

5. The documents to be submitted by the applicants for the **VACANCY FOR HEAD TEACHER III – ARLING PANLIPUNAN** are as follows:

a. Letter of intent;

b. Eligibility Documents:

- i. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
- ii. Original and/or Certified True Copy Appointment Papers CSC Form 33 or Certificate of Employment with specific duties and functions; and/or any other similar documents relevant to the position being applied for;
- iii. Certificate of Participation / Attendance on trainings or learning and development programs recognized by DepEd or other service providers/organizations duly recognized by the government; and
- iv. Copy of valid CSC Eligibility or PRC License. If expired, please attached a copy of proof of renewal.

c. Pertinent Documents per DepEd Order No. 42 s. 2007;

- i. Duly Accomplished Form 212 (PDS);
- ii. Result of Licensure Examination and valid PRC ID if applicable;
- iii. Updated Service Record if applicable; or copy of certificate of employment with specific duties and functions relevant to the position being applied for; (similar to paragraph 6.b.ii);
- iv. Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;



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- v. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
 - vi. Outstanding Accomplishments per **DepEd Order No. 42 s. 2007**
 - vii.1. Outstanding Employee Award
 - vii.2. Innovations
 - vii.3. Research and Development Program
 - vii.4. Publication / Authorship
 - vii.5. Consultant / Resource Speaker
 - vii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;
 - viii. Certificate of seminars and relevant trainings attended if applicable;
 - ix. Other documents deemed relevant for appreciation relevant to the position applied for; and
 - x. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. In order to minimize the incidence of virus transmission, the enumerated documents in paragraphs 6 (a to c.xi) of this Memorandum and any other pertinent documents of interested applicants for the abovementioned positions shall be **SCANNED** in Portable Document Format (PDF) and shall be **SUBMITTED ONLINE** using the links below **on or before January 7, 2021, 9:00 in the morning to 12:00 noon**. Applicants are enjoined to strictly observe the submission of documents.

FOR HEAD TEACHER III – ARALING PANLIPUNAN: (1)
Link: bit.ly/SDOBTN_Ranking_HeadTeacherIII

- 7. Only applicants with notification either by e-mail and/or call will be required to join and participate in the scheduled virtual evaluation as stated in paragraph 1 of this Memorandum. Likewise, all applicants **must** submit all pertinent documents (original) to this Office **Attention: Roshenar V. Cruz**, Administrative Officer IV on **January 8, 2021; 8:00 in the morning until 12:00 noon** for verification purposes.
- 8. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
- 9. Immediate and wide dissemination of this Memorandum is desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

S2/AA1/



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