



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

SCHOOLS DIVISION OFFICE OF BATAAN

Website: www.depedbataan.com | email: bataan@deped.gov.ph | FB Page: <https://www.facebook.com/DepedBataan>
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100



February 10, 2020

DIVISION MEMORANDUM

No. OG1 s. 2020

DIVISION RANKING OF HEAD TEACHER III-J.C. PAYUMO NATIONAL HIGH SCHOOL, ANTICIPATING HEAD TEACHER III-ELEMENTARY, HEAD TEACHER II – ELEMENTARY AND ADMINISTRATIVE ASSISTANT II – SENIOR HIGH SCHOOL

To: 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 for the vacancies below to be held at SDO-Bataan Conference Hall, Balanga City on the following schedules:

VACANCIES	DATE OF RANKING	SCHEDULE
HEAD TEACHER III-SECONDARY -T.L.E. J.C. PAYUMO NATIONAL HIGH SCHOOL (1)	Wednesday	February 26, 2020
ANTICIPATING VACANCY FOR HEAD TEACHER III-ELEMENTARY (1)	Wednesday	February 26, 2020
HEAD TEACHER II-ELEMENTARY (1)	Wednesday	February 26, 2020
ADMINISTRATIVE ASSISTANT II – SENIOR HIGH SCHOOL (2)	Wednesday	February 26, 2020

2. Qualified applicants regardless of age, gender, civil status, disability, ethnicity, religion and political affiliation are enjoined to participate.
3. The legal bases for the ranking are:

POSITION TITLE	LEGAL BASES FOR RANKING
HEAD TEACHER III – SECONDARY – T.L.E.	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

“WE MOULD HEROES”

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



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POSITION TITLE	LEGAL BASES FOR RANKING
ANTICIPATING HEAD TEACHER III – ELEMENTARY	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
HEAD TEACHER II - ELEMENTARY	
ADMINISTRATIVE ASSISTANT II – SENIOR HIGH SCHOOL	Dep-Ed Order No. 66, Series of 2007 entitled The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (Non-Teaching Group LEVEL 1)

4. The qualification standards are as follows:

QUALIFICATION STANDARDS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
HEAD TEACHER III – T.L.E. (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)
ANTICIPATING HEAD TEACHER III (ELEMENTARY) SG-16	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 units professional education units	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
HEAD TEACHER II (ELEMENTARY) SG-15	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 units professional education units	Head Teacher for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)
ADMINISTRATIVE ASSISTANT II – SENIOR HIGH SCHOOL SG-8	Completion of two (2) years studies in college	1 year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional) First Level Eligibility

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5. The documents listed hereunder for the **Secondary HEAD TEACHER III – T.L.E., Anticipating Elementary HEAD TEACHER III, Elementary HEAD TEACHER II and ADMINISTRATIVE ASSISTANT II -SHS** applicant must be properly labeled inside a long brown envelope with applicant's name, present position/designation, school, written on the extreme left corner of the envelope, to wit:
 - a. Letter of intent;
 - b. Form 212 (PDS);
 - c. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
 - d. Rating obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid PRC professional identification card;
 - e. Certified True Copies of Performance Ratings; (SY 2018-2019; SY 2017-2018; SY 2016-2017);
 - f. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
 - g. Updated Service Record;
 - h. Certificates of seminars and relevant trainings attended (all original);
 - i. Latest CSC Form 33 (Appointment);
 - j. Outstanding Accomplishments (Certificates; 1-5)
 - j.1. Outstanding Employee Award
 - j.2. Innovations
 - j.3. Research and Development Program
 - j.4. Publication / Authorship
 - j.5. Consultant / Resource Speaker
 - k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. Applicants are enjoined to strictly observe the submission of documents to Mrs. Roshenar V. Cruz, Administrative Officer IV at the Schools Division Office on the schedule indicated below:
 - a.) February 17, 2020, Monday, 8:30 in the morning until 12:00 noon.
Head Teacher III – Secondary – T.L.E.
Anticipating Head Teacher III-Elementary
Head Teacher II-Elementary
 - b.) February 17, 2020, Monday, 1:30 in the afternoon until 4:00 in the afternoon.
7. Immediate and wide dissemination of this Memorandum is desired.

AA1/AA3

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

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