



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

July 26, 2021

DIVISION MEMORANDUM

No. 325, s. 2021

**DIVISION RANKING OF HEAD TEACHER III-ENGLISH
FOR MAGSAYSAY 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

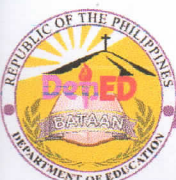
1. This Office announces the conduct of the Division Ranking of the following vacancies in the Division and to be held via Zoom Conferencing

VACANCY	DATE & TIME OF RANKING
MAGSAYSAY NATIONAL HIGH SCHOOL- HEAD TEACHER III – ENGLISH	August 09, 2021 Monday 10:00 AM

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

VACANCY	LEGAL BASES FOR RANKING
MAGSAYSAY NATIONAL HIGH SCHOOL- HEAD TEACHER III – ENGLISH	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

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.



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4. The qualification standards 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 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 – ENGLISH** are as follows:

a. **Letter of intent;**

b. **Eligibility Documents:**

- Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
- 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;
- 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
- 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;**

- Duly Accomplished Form 212 (PDS);
- Result of Licensure Examination and valid PRC ID if applicable;
- 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 5.b.ii);
- Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;
- Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
- Outstanding Accomplishments per **DepEd Order No. 42 s. 2007**
 - Outstanding Employee Award



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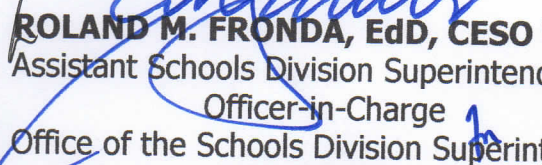


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- vi.2. Innovations
 - vi.3. Research and Development Program
 - vi.4. Publication / Authorship
 - vi.5. Consultant / Resource Speaker
 - vii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if 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. The eligibility and pertinent documents of applicant must have side tabbing.
7. Only applicant 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.
8. **ALL** applicants must submit all pertinent documents (original) to this Office Attention: **Roshenar V. Cruz**, Administrative Officer IV on **August 03, 2021; 8:00 in the morning until 4:00 in the afternoon** for verification purposes.
9. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
10. Immediate and wide dissemination of this Memorandum is desired.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

S2/A&1/A&3
20210804
2021 VARIOUS ITEMS FOR RANKING



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