
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>424</u>, S. 2018		Name of Office: OSDS

TO : Secondary School Heads/ Others Concerned
 FROM : The Office of the Schools Division Superintendent
 SUBJECT : **SUBMISSION OF PERTINENT DOCUMENTS OF ASPIRANTS TO ELEMENTARY HEAD TEACHER 1 POSITION**
 DATE : September 18, 2018

1. This is to announce the submission of pertinent documents to Elementary Head Teacher I position. The Qualification Standards of the said position is indicated in the table below.

QUALIFICATION STANDARDS	
A. HEAD TEACHER 1 / SG 14	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
Experience	Teacher-In-Charge for 1 year; or Teacher for 3 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training

2. Interested applicants are advised to submit the pertinent documents to the Records Unit, Attention: HRMO.

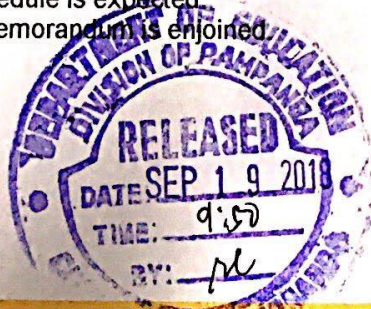
Aspirants must take note of the following schedule:

Activities	Date	Time	Venue
1. Deadline of Submission and Pre-assessment	October 16, 2018	8:00 a.m. – 5:00 p.m.	Records Unit
2. Written Examination	October 28, 2018	1:00 p.m. – 3:00 p.m.	2 nd Floor, TTC Bldg., SDO
3. Interview	October 30, 2018	9:00 a.m. – 12: 00 nn	Elementary ASDS Office
4. Open Ranking	October 31, 2018	9 :00 a.m. –11:00 a.m.	2 nd Floor, TTC Bldg., SDO

3. The assessment of the documents of the aspirants will be based from DepEd Order No. 42 s. 2007. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Certification of No Pending Case
- Copy of latest approved Appointment/Copy of transmittal to CSC
- CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
- Transcript of Records (authenticated by the issuing school)
- Authenticated copy of PRC License and LET Rating
- Service Record/Certification of Employment signed by the HRMO
- Certificate of Relevant Trainings (certified photocopysigned by the issuing office / PSDS)
- Signed and Approved Performance Ratings for the last two rating periods (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
- Documents for claims on leadership, potentials and accomplishments
- Other documents relevant to the position applied for.

- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- Strict adherence on the above schedule is expected.
- Immediate dissemination of this Memorandum is enjoined.



LEONARDO D. ZAPANTA, Ed.D, CESO VI
 Schools Division Superintendent



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