



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

February 21, 2020

**DIVISION MEMORANDUM**

NO. 107, s. 2020

**VACANCY ANNOUNCEMENT: ONE (1) JHS HEAD TEACHER I POSITION  
 (FILIPINO MAJOR)**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of one (1) vacant Head Teacher I position (Filipino Major) to be stationed at San Vicente National High School, Lubao, this Division, to mention:

Activities	Date	Time	Venue
1. Deadline of Submission	March 02, 2020	8:00 a.m. – 5:00p.m.	Records Unit
2. Pre-assessment	March 03, 2020	9:00 a.m. – 12:00 nn	2 <sup>nd</sup> Floor, TTC Bldg., (HRMPSB Only)
3. Written Exam & Interview	To be announced soon		
4. Open Ranking			

2. The Qualification Standards of the said position are indicated in the table below.

<b>QUALIFICATION STANDARDS (DO No. 26 s.2016)</b>	
A. HEAD TEACHER I / SG 14	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Teacher-In-Charge for 1 year; or Teacher for 3 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training

3. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.
4. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office. Ranking results will be posted at the Division Office official website ([www.depedpampanga.com](http://www.depedpampanga.com)).
5. The assessment of the documents of the aspirants will be based from DepEd Order No. 42, s. 2007. The plain white folder containing the documents for assessment will also include the following:
- Application letter stating the position applied for
  - Omnibus certification of authenticity and veracity of documents duly notarized
  - Copy of latest approved Appointment/Copy of transmittal to CSC




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- d) CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
  - e) Transcript of Records (authenticated by the issuing school)
  - f) Service Record
  - g) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
  - h) Documents for claims on leadership, potentials and accomplishments
  - i) Other documents relevant to the position applied for.
6. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
7. Immediate dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent  
