



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

February 21, 2020

DIVISION MEMORANDUM
 NO. 108, s. 2020

**VACANCY ANNOUNCEMENT: ONE (1) HEAD TEACHER III POSITION
 (TLE 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 III position (TLE Major) to be stationed in Guillermo D. Mendoza National High School, Guagua, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	March 02, 2020	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	March 03, 2020	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Open Ranking	To be announced soon		

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

QUALIFICATION STANDARDS (DO No. 26 s.2016)	
A. HEAD TEACHER III / SG 16	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Head Teacher for 2 years or Teacher-In-Charge for 2 years or Teacher for 5 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).

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
- CSC Form 212-Revised 2017
- Transcript of Records (authenticated by the issuing school)
- Service Record



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- 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



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