



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

02 February 2023

**DIVISIONAL MEMORANDUM**

No. *040*, s. 2023

**CONDUCT OF SELECTION FOR HEAD TEACHER III, HEAD TEACHER II,  
HEAD TEACHER I AND TEACHER III IN THE DIVISION OF OZAMIZ CITY**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All others concerned  
This Division

1. This Office announces the Conduct of Selection for **Head Teacher III, Head Teacher II, Head Teacher I and Teacher III** positions.
2. The selection for the said positions shall be based on DepEd Order 42, s. 2007 for School Heads and DepEd Order 66, s. 2007 for Teacher III using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Head Teacher I (Elementary)	14	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours of relevant training	Teacher in Charge for 1 year; or Teacher for 3 years	RA 1080 LET/PBET
Head Teacher II (Elementary)	15	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours of relevant training	Head Teacher for 1 year; or Teacher in Charge for 1 year; or Teacher for 4 years	RA 1080 LET/PBET





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Head Teacher III (Elementary)	16	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours of relevant training	Head Teacher for 2 years, or Teacher in Charge for 2 years; or Teacher for 5 years	RA 1080 LET/PBET
Teacher III (Elementary)	13	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	NONE REQUIRED	2 years of relevant experience	RA 1080 LET/PBET

3. All interested applicants shall submit the following documentary requirements to the designated officer, to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:

- a. Letter of intent addressed to the Head of Office, or to the authorized officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
- d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. Other documents as maybe required.

4. The application documents shall be submitted on or before **February 17, 2023** to this Office, addressed to **JEAN G. VELOSO, Schools Division Superintendent, Department of Education, Schools Division of Ozamiz City**, through the HRMO, for initial evaluation. Schedule of activities shall be announced in separate memorandum.

5. Applicants of the previous ranking for the said position may submit letter of intent, with additional documents, if any, for updating of points.





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6. All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion and ethnicity.
7. Immediate dissemination and compliance of this Memorandum is enjoined.

**JEAN G. VELOSO**  
Schools Division Superintendent

AJS/DM – Conduct of Selection for HT III, HT II, HT I and T III  
/February 2, 2023



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Our **LEARNERS**: *The Diamonds of the Fortress.*  
**ASENSO OZAMIZ!**