



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

28 February 2024

**DIVISIONAL MEMORANDUM**

No. 084 , s. 2024

**CONDUCT OF SELECTION FOR HEAD TEACHER III AND TEACHER III  
(SECONDARY) FOR OZAMIZ CITY NATIONAL HIGH SCHOOL**

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 calls for the submission of Applications for Head Teacher III and Teacher III Secondary positions for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines in Recruitment, Selection and Appointment in the Department of Education*” for Head Teacher III 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 III (Secondary)	16	Bachelor of Secondary Education (BSED) or Bachelor's degree with 18 professional Education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 2 years; or Teacher for 5 years	RA 1080 LET/PBET
Teacher III (Secondary)	13	Bachelor's degree in Secondary Education or bachelor's degree with 18 professional Education units with appropriate major	None required	2 years of relevant experience	RA 1080 LET/PBET



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
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3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

4. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
March 8, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB
March 15, 2024	Deadline for submission of pertinent documents to OCNHS	Applicants and School HRMPSB
March 19, 2024	Initial Evaluation of Documents	School HRMO



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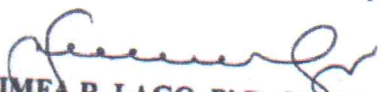




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March 20 – April 7, 2024	Posting of Selection Line-Up	School HRMO
April 2, 2024	Background Investigation	School HRMPSB Secretariat
April 10, 2024	Interview/Deliberation on Banc/Further Evaluation	School HRMPSB & Applicants
April 12, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

- This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- Immediate dissemination and compliance of this Memorandum is enjoined.

  
**NIMEA R. LAGO, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent

References: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

HIRING RECLASSIFICATION SELECTION

AJS/DM – CONDUCT OF SELECTION FOR HEAD TEACHER III AND TEACHER III SECONDARY FOR OZAMIZ CITY  
 NATIONAL HIGH SCHOOL  
 February 28, 2024



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**PANDONG**  
 PANGALANG MATA NA MATA  
 #PagyayonAkoSaOzamiz