



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

08 April 2024

DIVISIONAL MEMORANDUM

No. 123 , s. 2024

**CONDUCT OF SELECTION FOR HEAD TEACHER I (SECONDARY) &
ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK III)
FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES**

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 I (Secondary) and Administrative Aide VI (Accounting Clerk III) for Ozamiz City School of Arts & Trades.
2. The ranking shall abide with the guidelines stipulated in DepEd Order 07, s. 2023, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Head Teacher I (Secondary)	14	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	24 hours of relevant training	Teacher In Charge (TIC) for 1 year; or Teacher for 3 years	RA 1080 LET/PBET	OCSAT
Administrative Aide VI (Clerk III)	6	Completion of 2 years studies in college	None Required	None Required	CS (Sub Prof)/ First Level Eligibility	OCSAT

3. All interested applicants shall submit the following documentary requirements to OCSAT:

- 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;



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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- 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
April 16, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB
April 22, 2024	Deadline for submission of pertinent documents to OCSAT	Applicants and School HRMPSB
April 24, 2024	Initial Evaluation of Documents	School HRMO
April 26 – May 13, 2024	Posting of Selection Line-Up	School HRMO
May 2, 2024	Background Investigation	School HRMPSB Secretariat
May 15, 2024	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants



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May 16, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB
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5. This Office shall observe the Equal Employment Opportunity Principle (EEO) 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.

6. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA 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 I & ADMINISTRATIVE AIDE VI FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES
_____/April 8, 2024



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