



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

2 October 2024

DIVISIONAL MEMORANDUM

No. 279, s. 2024

**CONDUCT OF SELECTION FOR HEAD TEACHER III (ELEMENTARY)
 FOR SCHOOL YEAR 2024-2025**

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

1. This Office calls for the submission of Applications for Head Teacher III (Elementary) position 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", using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
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	DEPED OZAMIZ

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

a. Letter of intent addressed to the Head of Office;



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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- 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:
 - iv. 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.

N.B. All documents prepared, endorsed and approved on any date after the posting of this memorandum shall not be credited. Hence, the applicant will not receive points on the concerned criterion.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anacleta A. Gacasan



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	Eulalio S. Rupinta	Nick Raynier M. Paez
	Eugenio C. Bucog	Marjorie P. Sagario
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

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

Schedule	Activity/Output	In-Charge
October 7, 2024	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
October 14, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
October 17-18, 2024	Initial Evaluation of Documents	HRMO
October 21-November 6, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
November 11, 2024	Background Investigation	HRMPSB Secretariat
November 14, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
November 19, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. 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.

7. 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



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References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:
 HIRING RECRUITMENT SELECTION
 AJS/DM – Conduct of Selection for Head Teacher III (Elementary)
 ___ /October 2, 2024

Enclosure No. 1 to Division Memorandum No. ____, s.2024

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

DUTIES AND RESPONSIBILITIES
1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluand performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report