



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

5 February 2025

DIVISIONAL MEMORANDUM

No. 056, s. 2025

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

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 I (Secondary) positions for Ozamiz City National High School.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023 and DepEd Order No. 21, s.2024, 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 with 18 professional Education units with appropriate field of specialization	24 hours of relevant training	Teacher-In-Charge for one year; or Teacher for 3 years	RA 1080	OCNHS

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

- 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
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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.

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

Schedule	Activity/Output	In-Charge
February 7, 2025	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB
February 17, 2025	Deadline for submission of pertinent documents to OCNHS	Applicants and School HRMPSB
February 18, 2025	Initial Evaluation of Documents	School HRMO
February 21, 2025- March 10, 2025	Posting of Selection Line-Up	School HRMO
March 11, 2025	Background Investigation	School HRMPSB Secretariat



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March 13, 2025	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants
March 17, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

5. 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.

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

NIMEA R. LAGO, PH.D., 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 (SECONDARY) FOR OZAMIZ CITY NATIONAL HIGH SCHOOL
— /February 5, 2025



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