

Republic of the Philippines

Department of Education

REGION VII - CENTRAL VISAYAS **Schools Division of Cebu Province**

Office of the Schools Division Superintendent

June 30, 2023

DIVISION MEMORANDUM No. 239, s. 2023

RANKING OF HEAD TEACHER POSITIONS/VACANCIES FOR THE CALENDAR YEAR 2023

To: Assistant Schools Division Superintendents Chief Education Supervisors Public Schools District Supervisors/District-in-Charge Elementary/Secondary School Heads All Others Concerned

- 1. The Office hereby informs the field of the submission of application documents for the Head Teacher II to IV for elementary level and Head Teacher I to VI in the secondary level of the existing vacancies or for reclassification of head teacher positions (if no existing vacancy) for the Calendar Year 2023.
- 2. All interested applicants for promotion shall submit the following documentary requirements to the Division HR Unit on or before July 5, 2023 (Wednesday):

a) Letter of intent addressed to the Schools Division Superintendent;

b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet:

c) Certified true copy of valid and updated PRC ID/License;

d) Certified true copy of eligibility/board rating;

e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-

graduate units/degrees;

- Certified true copies of certificates of relevant training on leadership and management or instructional supervision (at least 24 to 40 hours depending on the position being applied for), if applicable, taken/attended in the last five (5) years reckoned from the date/deadline of submission, preferably NEAP accredited training certificates);
- g) Certified true copies of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

h) Certified true copy of the latest CSC-approved appointment/last promotion

(mandatory requirement);

i) Certified true copy of the Performance Ratings in the last three (3) rating periods/calendar or school years covering three-year performance/s in the current or latest position prior to the deadline of submission (preferably for reclassification purposes);



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-2556405

Email Address: cebu.province@deped.gov.ph

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/Waiver** pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by an authorized official;

k) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for

female applicants) must also be submitted; and

- 1) Other supporting documents related to awards, research, innovations, outstanding accomplishments, duly-approved application of education, and L & D must also be inserted in the application folder (based on RPMS ratee-rater/approving authority), impertinent and irrelevant, and other documents without approval from the head of agency/authority should not be inserted in the application folders.
- **3.** Photocopy of Transcript of Records (TOR) must be certified by the college or university registrar; PRC ID, and Board Rating results shall be certified by the issuing agency; other documents may be certified by the PSDS, ASDS or a notary public.
- **4.** Applicants shall submit one (1) folder containing all the documents mentioned above to the HR Unit with proper tabbing.
- 5. Applicants will be assessed using DO No. 19, s. 2022 (DepEd New Merit Selection Plan) and DO No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, particularly on School Administration Category. Please refer to the attachments or enclosures. All concerned are advised to download the above-cited memos at www.deped.gov.ph.

6. The point system for Comparative Assessment for the School Administration Position is indicated below:

Criteria	Maximum Points Possible
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 & Development	10
f) Potential (Written Test, Skills Test, BEI)	15
TOTAL	100

- 7. Individuals who failed to submit complete mandatory documents as herein mentioned on the set deadline indicated in this memo shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline, as indicated in this memorandum.
- 8. Applicants shall be guided by the following qualification standards:

Position Title	QS as Per DO No. 39, s. 2007 (Natural Vacancy)	QS as per DO No. 97, s. 2011 for Reclassification	
Head Teacher I (Elem/Sec)		At least 12 units MA in the fields of administration,	The applicant may be recommended

18 professional units in education Performance: VS for the last 3 consecutive years or Training: 24 hours of Outstanding for the last 2 subject to		for			
18 professional units in education Training: 24 hours of relevant training/NEAP accredited Eligibility: LET/PBET Passer (RA 1080); Experience: TIC for 1 year or teacher for 3 years Performance: VS for the last 2 consecutive years or Outstanding for the last 2 consecutive calendar/school years Training: 24 hours of relevant training/NEAP accredited if there are n natural vacancies, subject to validation an background investigation			supervision, and leadership	Education or	
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Training: 24 hours of year vacancies,		•	year	1	
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accredited relevant NEAP-accredited background			1	accredited	
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Passer (RA 1080);				Passer (RA 1080);	
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years consecutive calendar/school			consecutive calendar/school	years	
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relevant				relevant	
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Passer (RA 1080) years			consecutive calendar/school	Eligibility: LET/PBET	

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Head Teacher IV (Secondary)	Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with an appropriate field of specialization Experience: HT for 3 years or MT for 2 years Training: 24 hours of relevant training/NEAP accredited Eligibility: LET/PBET	Education: CAR in the Master's degree in the fields of administration, supervision, and leadership or management Experience: HT III for 2 years Training: 32 hours of relevant NEAP-accredited training not used in the last promotion Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school	The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.
Head Teacher V (Secondary)	Passer/RA 1080 Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with a field of specialization Experience: HT for 4 years or MT for 3 years Training: 24 hours of relevant training/NEAP accredited Eligibility: LET/PBET Passer/RA 1080	Education: CAR in the Master's degree in the fields of administration, supervision, and leadership or management Experience: HT IV for 2 years Training: 40 hours of relevant NEAP-accredited training not used in the last promotion Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years	The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.
Head Teacher VI (Secondary)	Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with appropriate fields of specialization management Experience: HT for 5 years or MT for 4 years	Education: Master's degree in the fields of administration, supervision, and leadership or management Experience: HT V for 2 years Training: 40 hours of relevant NEAP-accredited training not used in the last promotion	The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.

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		relevant	3 consecutive years or	
		training/NEAP	Outstanding for the last 2	
		accredited	consecutive calendar/school	
			years	
		1 '	years	
		Eligibility: LET/PBET	Note: Training certificates	
			are valid for the last five	
			(5) years and not credited	
		1	or counted in the last or	
			previous promotion	
			(counting from the date of	
			assessment or evaluation	
			of documents, as the	
			reckoning date/backward).	
-	Head Teacher	Education: Bachelor's	Same criteria with	The applicant
- 1	Neau Teacher IV	degree in Elementary	secondary level (HT IV) as	may be
- 1		Education or its	per DO No. 97, s. 2011	recommended
	(Elementary)		The same of the sa	for
	as per the	equivalent		reclassification
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- 1	Manual of the	Experience: 1 year of		natural
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				subject to
		Training: 4 hours of		validation and
1		relevant		1
		training/NEAP		background
		accredited		investigation.
		Eligibility: LET/PBET		
		Passer/RA 1080		trad 4.
-	Head Teacher	Education: Bachelor's	Same criteria with	The applicant
	V	degree in Elementary	secondary level (HT V) as	may be
	(Elementary)	Education or its	per DO No. 97, s. 2011	recommended
	as per the	equivalent		for
1	1997 Position			reclassification
	Manual of the	Experience: 1 year of		if there are no
		relevant experience		natural
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V		relevant		validation and
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		training/NEAP		investigation.
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		71: '1 '1' T E/B / TIDE/T		
		Eligibility: LET/PBET		
		Passer/RA 1080	Same criteria with	The applicant
	Head Teacher	Education: Bachelor's		may be
	VI	degree in Elementary	secondary level (HT VI) as	recommended
	(Elementary)	Education or its	per DO No. 97, s. 2011	for
	as per the	equivalent		reclassification
	1997 Position			if there are no
	Manual of the	Experience: 2 years of		natural
	CSC	relevant experience		
		_		vacancies,

Training: 8 hours of relevant training/NEAP accredited	subject to validation and background investigation.
Eligibility: LET/PBET Passer/RA 1080	

9. The indicative timeline of the school administration/promotional recruitment process/es is hereby indicated:

Activities	Persons Responsible	Timeline/ Dates	Remarks
-Submission of application folders to the HR Unit	HR/HRMPSB staff, applicants	July 1-5, 2023	5 calendar days
-Assessment, and review/checking of the documents submitted by the applicants	HRMPSB members, HR Unit/Secretariat; Subcommittee members	July 6-8, 2023	3 days
-Conduct of the written examination and BEI	HRMPSB mandatory members	July 10, 2023	1 day
-Checking/grading of the written tests given to the applicants	HRMPSB mandatory members	July 11, 2023	1 day
-Consolidation of points or scores for the posting	HRMPSB mandatory members/Secretariat	July 12, 2023	1 day
-Posting of the Tentative Rank List	HRMPSB/HR Secretariat	July 12- 22, 2023	The Tentative Rank List will be uploaded to the official Division website adhering to the ten-day posting period as per DO No. 19, s. 2022; Applicants are given five (5) calendar days to raise corrections on the tentative rank list, after the lapse of the 10-day posting period, the rank list will be ready for implementation.
Issuance of Assignment Advice/Proposals or Appointments	HRMPSB/SDS Office/HR Secretariat	July 24, 2023 and onwards	

10. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered on or during Saturdays/holidays or on the services rendered beyond the regular office hours (8AM to 5PM), particularly for the HR Unit staff or Secretariat.



- 11. Applicants must consider complying or meeting the qualifications standards as stipulated in DO No. 97, s. 2011 since there are only a few existing natural vacancies in the positions earlier mentioned.
- 12. Expenses that will be incurred in this activity/undertaking shall be at the personal/own expense/s of the members of HRMPSB particularly, snacks or meals, however, the traveling expenses incurred by the other members of the subcommittees (school or district-based staff) who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules or regulations.
- 13. The evaluation, review, or assessment of the documents submitted by the applicants shall be done at the Division's Conference Hall/Room to avoid any expense at Ecotech Center.
- 14. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts.
- 15. Please see the attachments/enclosures for further details. Wide dissemination of and strict compliance with this Memorandum is hereby directed/desired.

SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

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