



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. *074*, s. 2022

March 9, 2022

**RANKING FOR THE POSITION OF
HEAD TEACHER II**

To: Human Resource Merit Promotion and Selection Board
Secondary School Heads
Applicants
Others Concerned

1. This Office hereby announces the ranking, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Secondary Head Teacher II [SG 15]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate of specialization	Head Teacher for 1 year; or Teacher for 4 years	24 hours relevant training	PBET/ LET/ Teacher (RA 1080)

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the application letter:

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from *www.csc.gov.ph*;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license;
- d) Photocopy of Transcript of Records;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of certificates of relevant trainings if any; and

- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.
3. Kindly submit your pertinent documents inside a folder not later than **March 21, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 42, s.2007.
4. Schedule of interview will be announced later.
5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.
6. For information and guidance.

JOSEPH IRWIN A. LAGURA PhD *mee*
Schools Division Superintendent

