



August 3, 2015

**DIVISION MEMORANDUM**

No. 245 s. 2015

**CONDUCT OF SELECTION FOR HEAD TEACHER V (SCIENCE)  
 FOR OPOL NATIONAL SECONDARY TECHNICAL SCHOOL**

**TO : SECONDARY SCHOOL HEADS**

This Division

1. This Office announces the Conduct of Selection for qualified applicants for Secondary Schools **Head Teacher V for Science Department for Opol National Technical School**, this Division
2. The screening process shall abide with the guidelines stipulated in DepED Order No. 42, s. 2007, otherwise known as “The Revised Guidelines on the Selection, Promotion and designation of School Heads.”
3. The following are the basic qualification per DepEd Order No. 39, s. 2007:

Position	Education	Experience	Training	Eligibility
Head Teacher V SG 18	Bachelor’s degree in Secondary Education; or Bachelor’s degree w/ 18 professional education units with <b>appropriate field of specialization</b>	Head Teacher for four (4) years; or Master Teacher for three (3) years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Interested and qualified applicants shall submit one folder of photocopied documents through the receiving section of the Office, addressed to the Schools Division Superintendent on **August 24, 2015**.
  - a. Application letter;
  - b. Accomplished Form 212 with 2”x2” picture;
  - c. Performance rating for the last three rating periods;
  - d. Updated copy of service record;
  - e. Transcript of records;
  - f. Certificate of registration/ license;
  - g. All available and eligible pertinent documents relevant to the position as stipulated in DepEd Order No. 42, s. 2007;
  - h. Omnibus certification of authenticity and veracity of all documents submitted; and
  - i. Certificate of no pending criminal, civil or administrative case.
5. Certificate of participation to national/international training must be supported with a certified copy of the authority to travel/participate in said national/international training in order for the points o such documents be credited to the applicants points.
6. Additional documents submitted after **August 24, 2015** shall never be accepted nor be given points during the actual process.

7. Applicants shall bring the original copies of the documents they have submitted for the interview/deliberation at the Office of the ASDS on **September 26, 2015 at 8:00 a.m.**

Only the qualified applicants who can attend the interview/deliberation of the above schedule shall be included in the selection line-up.

The Personnel Selection Board (PSB) is composed of the following:

Chairman :	<b>JEAN G. VELOSO</b> Assistant Schools Division Superintendent	
Members :	<b>BERNADETTE P. SAMACO</b> Administrative Officer V	<b>REYNALDO S. CABILLAN</b> DAPSCII President
	<b>ERLINDA G. DAEL</b> CID Chief	<b>RUDY O. MAGDUGO</b> SGOD Chief
	<b>ANTHONY Y. PACAMALAN</b> School Principal II Head of School where the vacancy exist	<b>MARIO T. ARROYO</b> HRM Designate
Secretariat:	<b>CLARIBEL L. RODRIGUEZ</b> Administrative Assistant VI	<b>CHRISTINE H. CABIASA</b> Administrative Aide VI

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent

CLL/jgv  
To be indicated in the Perpetual Index  
Under the following subjects:

PERSONNEL

SELECTION

SCHOOL HEADS