



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**




Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 035, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC-Schools Division Superintendent ✓ 

Subject: Ranking for Head Teacher I (Elementary Level)

Date: February 07, 2019

1. This Office announces the ranking of qualified applicants for Head Teacher I (elementary level), this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on Selection, Promotion and Designation Of School Heads."
3. The following qualification standards shall be considered:

**CSC Prescribed Qualifications**

**Education:** Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education  
**Training:** 24 hours of relevant training  
**Experience:** Teacher in Charge for 1 year; or Teacher for 3 years  
**Eligibility:** RA 1080 (Teacher)

**Required Competencies**

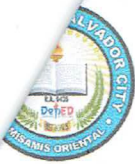
**Core Behavioral Competencies:** Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;

**Core Skills:** Oral Communication, Written Communication and Computer/ICT Skills

**Leadership Competencies:** Leading People, People Performance Management and People Development

Copies Furnished:  
Person Concerned  
Records Section- Memo

OSDS/ADMIN/ama



Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph) | Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

4. All interested applicants are advised to send scanned copy of the following documents to [depedelsalvador.hrmo18@gmail.com](mailto:depedelsalvador.hrmo18@gmail.com) on or before **February 15, 2019**. All scanned documents shall be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be Head Teacher I\_NAME (e.g. Head Teacher I\_Juana D. Cruz).
  - a. Application Letter;
  - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
  - c. Certificate of Registration/ License or any proof of eligibility;
  - d. Performance Rating for the last three (3) rating periods;
  - e. Updated copy of Service Record;
  - f. Transcript of Records;
  - g. All available and eligible pertinent documents as stipulated in DepED Order No. 42, s. 2007; and
  - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities→ Selection Line-Up), shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the Assistant Schools Division Superintendent on **March 12, 2019**.
6. The Personnel Selection Board (PSB) is composed of the following:

Chairman: **Aliena S. Dajay, Ph.D., CESE**  
OIC-Assistant Schools Division Superintendent

Members: **Rolly B. Labis, Ph.D.**  
SGOD, Chief Education Program Supervisor

**Jeffrey M. Martinez**  
Administrative Officer V

**Lina C. Bejiga**  
DepED NEU-President

**Maricris P. Quismundo**  
Senior Education Program Specialist for HRD

Secretariat: **Anna Mae M. Atilo**  
Administrative Officer IV
7. Immediate dissemination of the Memorandum to all concerned is enjoined.

Copies Furnished:  
Person Concerned  
Records Section- Memo

OSDS/ADMIN/ama

ELSA To the future... El Salvador! Excellence @ Leadership • Services • Sports • Academics

**Tayo**  
PARA SA  
EDUKASYON