



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

08 June 2020

DIVISION MEMORANDUM  
No. 125, s. 2020

**EXTENSION FOR SUBMISSION OF APPLICATIONS FOR  
HEAD TEACHER III POSITION**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office announces the extension on submission for Applications for Head Teacher III position to **July 15, 2020, 11:59PM.**
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 42, s. 2007, otherwise known as "Revised Guidelines on Selection, Promotion and Designation of School Heads."
3. The following qualification standards shall be considered:  
**Prescribed Qualifications**
  - a. *Education:* Bachelor in Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education
  - b. *Training:* 24 hours of relevant training
  - c. *Experience:* Head Teacher for 2 years or Teacher in Charge for 2 years or teacher for 5 years
  - d. *Eligibility:* RA 1080 (Teacher)**Required Competencies**
  - a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - b. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills
  - c. *Leadership Competencies:* Leading People, People Performance Management and People Development

OSDS/AMA



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



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be ELEM-HT3\_Full Name (e.g. ELEM-HT3\_Juana D. Cruz). The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) on or before the deadline.
  - 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. Only 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), will undergo the interview, tentatively scheduled on August 05, 2020.
  
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:
  - Chairman: **Aliena S. Dajay, Ph.D., CESE**  
Assistant Schools Division Superintendent
  
  - Members: **Rolly B. Labis, Ph.D.**  
SGOD, Chief Education Program Supervisor
  
  - Jeffrey M. Martinez**  
Administrative Officer V
  
  - Lina C. Bejiga**  
P-III, Representative of School Heads
  
  - Anna Mae M. Atillo**  
Human Resource Management Officer II
  
  - Secretariat: **Randy Rhys U. Capistrano**  
Administrative Assistant III

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7. Immediate dissemination of the Memorandum to all concerned is enjoined.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

RECRUITMENT

SELECTION

OSDS/AMA

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