



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

21 Oct 2022

DIVISION MEMORANDUM
No. 479, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
HEAD TEACHER III POSITION (ELEMENTARY)**

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

1. This Office announces the call for submission of Applications for Head Teacher III position in Elementary until **November 18, 2022, 5:00 PM**. A Head Teacher is expected to perform the following functions based on the attached KRAs:
 - a. set the direction of the school (*leads strategically*);
 - b. manage the systems and processes in the school (*manages school operations and resources*);
 - c. promote quality teaching and learning (*focuses on teaching and learning*);
 - d. nurture yourself and others (*develops self and others*); and
 - e. engage stakeholders (*builds connections*).
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 42, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
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)



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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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
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 2022-HT3_ELEM_Full Name (e.g. 2022-HT3_ELEM_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - c. Photocopy of Certificate of Eligibility/Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
 - g. Photocopy of Certificates of Training, if applicable
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
 - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - j. Photocopy of Latest Appointment, if applicable
 - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
 - l. All available and eligible pertinent documents as stipulated in DepEd Order No. 42, s. 2007 (proof of Outstanding Employee Award,



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Innovations, Research & Development Projects, Publication/Authorship
and for having been a Resource Speaker

5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Lina C. Bejiga	Mariel B. Ubaub
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 28, 2022, 3:00 PM	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until November 18, 2022, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
November 24, 2022	Initial Evaluation	HRMO
November 25, 2022	Posting of Selection Line- Up	HRMO & HRMPSB Secretariat
November 28 to December 02, 2022	Background Investigation	HRMPSB Secretariat
December 14, 2022	Interview and Final Deliberation	HRMPSB & Applicants
December 14, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

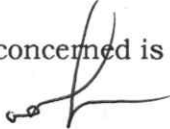


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9. Immediate dissemination of this Memorandum to all concerned is enjoined.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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Enclosure No. 1 of Division Memorandum No. 479, s. 2022

**SCHOOL HEADS' DOMAINS AND STRANDS BASED ON THE
PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS**

DOMAIN 1: Leading Strategically

- 1.1. Vision, mission and core values
- 1.2. School planning and implementation
- 1.3. Policy implementation and review
- 1.4. Research and innovation
- 1.5. Program design and implementation
- 1.6. Learner voice
- 1.7. Monitoring and evaluation processes and tools

DOMAIN 2: Managing School Operations and Resources

- 2.1. Records management
- 2.2. Financial management
- 2.3. School facilities and equipment
- 2.4. Management of staff
- 2.5. School safety for disaster preparedness, mitigation and resiliency
- 2.6. Emerging opportunities and challenges

DOMAIN 3: Focusing on Teaching and Learning

- 3.1. School-based review, contextualization and implementation of learning standards
- 3.2. Teaching standards and pedagogies
- 3.3. Teacher performance feedback
- 3.4. Learner achievement and other performance indicators
- 3.5. Learning assessment
- 3.6. Learning environment
- 3.7. Career awareness and opportunities
- 3.8. Learner discipline

DOMAIN 4: Developing Self and Others

- 4.1. Personal and professional development
- 4.2. Professional reflection and learning
- 4.3. Professional networks
- 4.4. Performance management
- 4.5. Professional development of school personnel
- 4.6. Leadership development in individuals and teams
- 4.7. General welfare of human resources
- 4.8. Rewards and recognition mechanism

DOMAIN 5: Building Connections

- 5.1. Management of diverse relationships
- 5.2. Management of school organizations
- 5.3. Inclusive practice
- 5.4. Communication
- 5.5. Community Engagement



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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Contact No.: _____
 Position Applied For: _____ Religion: _____
 Course: _____ Ethnicity: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
(a)	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
(b)	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet			
(c.1)	Photocopy of Certificate of Eligibility/Report of Rating			
(c.2)	Photocopy of valid and updated PRC License/ID, if applicable			
(d)	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e)	Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
(f)	Photocopy of Certificates of Training, if applicable			
(g)	Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
(h)	Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)			
i)	Checklist of Requirements (Annex C)			
Other documents as may be required:				
(j.1)	Photocopy of Latest Appointment, if applicable			
(j.2)	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
(j.3)	Means of Verification (MOVs)/Other documents specified in DepEd Order 42, s. 2007			
(j.4)	Other documents specified in DepEd Order 42, s. 2007			

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

ANNA MAE M. ATILLO
Human Resource Management Officer II



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