



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

January 24, 2023

DIVISION MEMORANDUM
 NO. **033**, s. 2023

VACANCY ANNOUNCEMENT: ELEMENTARY HEAD TEACHER III POSITIONS

TO : SGOD and CID Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of Elementary Head Teacher III positions to be stationed in this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	February 03, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	February 06, 2023	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
A. HEAD TEACHER III / SG 16	
B. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Head Teacher for 2 years or Teacher-In-Charge for 2 years or Teacher for 5 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

6. The assessment of the documents of the aspirants will be based from DepEd Order No. 42, s. 2007. The plain white folder containing the documents for assessment will also include the following:

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Copy of latest approved Appointment/ Copy of transmittal to CSC



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
 Telephone No.: (045) 435-2728
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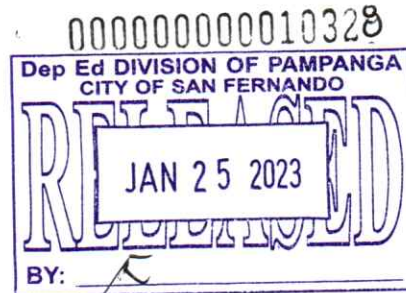
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- d) CSC Form 212-Revised 2017 (with active contact number and email address)
- e) Transcript of Records (authenticated by the issuing school)
- f) Service Record
- g) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
- h) Documents for claims on leadership, potentials and accomplishments
- i) Other documents relevant to the position applied for.

7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent



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