



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 6, 2018

DIVISION MEMORANDUM

No. 765, s. 2018

**ANNOUNCING THE VACANCIES FOR HEAD TEACHER III, II & I
FOR ELEMENTARY AND SECONDARY LEVEL**

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancies for the following positions:

- (6) Head Teacher III (Elementary)
- (2) Head Teacher III (Secondary)
- (1) Head Teacher II (Elementary)
- (10) Head Teacher I (Elementary)
- (1) Head Teacher I (Secondary)

2. Hereunder is the minimum Qualification Standards for the aforementioned vacant positions:

Elementary/Secondary Head Teacher III, II & I

Education : Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree w/ 18 professional education units

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Experience : 2 years as HT for HT-3; 1 year as HT for HT-2;
Teacher for 3 years and 1 year as TIC for HT-1
Training : 24 hours of relevant training
Eligibility : RA 1080

(Criteria for selection is based on DepEd Order No. 42, s. 2007)

3. Interested applicants are requested to submit **written applications indicating the position they are applying for** supported by certified copies of the following papers to the **Office of the Schools Division Superintendent**, in one (1) folder on or before **November 23, 2018**:

- Personal Data Sheet
- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (for the last 3 rating period)
- Service Record/Certificate for Employment

4. For the information and guidance of all concerned.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

Incl: As stated.
WDB/lanj