



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 31, 2021

DIVISION MEMORANDUM
NO. 308 . S. 2021


**ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL HEAD TEACHER
POSITIONS AND SCHEDULE OF SELECTION PROCESS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
HRMPSB for Secondary
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the following vacant Head Teacher positions in the following secondary schools of this Division:

POSITION	SCHOOL	LEARNING AREA
Head Teacher I	FF Halili NHS	Mathematics
Head Teacher III	Sta. Monica HS	Mathematics
Head Teacher IV	Prenza NHS	English
Head Teacher VI	San Miguel NHS	English
Head Teacher VI	San Miguel NHS	MAPEH

2. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually.
3. Enclosed to this Memorandum are the following:
 1. Qualification Standards for the Head Teacher positions
 2. Schedule of Selection Process and List of Requirements
 3. List of documents to be submitted
 4. Composition of the Division Human Resource Merit Promotion Board (HRMPSB)
4. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EDD CESO V
Schools Division Superintendent

References:
DepEd Order 39, s. 2007, DepEd Order 42, s. 2007, and 2017 ORAOHRA Revised 2018
/OASDS-HRMPSB-Sec



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



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Enclosure no. 1 to DIVISION MEMORANDUM NO. 308 . S. 2021

QUALIFICATION STANDARDS FOR HEAD TEACHER POSITIONS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Head Teacher I	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)



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Enclosure no. 2 to DIVISION MEMORANDUM NO. 308 . S. 2021

SCHEDULE OF SELECTION PROCESS

DATE	SELECTION PROCESS
January 10, 2022	Submission of documents on Qualification Standards to the SDO Records Unit
January 11, 2022	Assessment of Documents on QS
January 12, 2022	Emailing of qualified applicants
January 17, 2022	Submission of original copies of documents and outstanding accomplishments as per DO 42, s.2007 to the SDO Records Unit
January 18, 2022	Online Orientation, Examination, and Evaluation of Documents (Link to be sent to the qualified applicants) 8:00 – 8:30 – Orientation of Applicants 8:30– 10:00 – Online Examination 10:00 – 11:00 – HT-I – Mathematics – FF Halili NHS 11:00 – 12:00 – HT-III – Math – Sta. Monica NHS 1:00- 2:00 – HT-IV– English– Prenza NGS 2:00 – 3:00 – HT-VI – English – San Miguel NHS 3:00 – 4:00 – HT-VI – MAPEH – San Miguel NHS
January 19, 2022	Online Interview 9:00 – 10:00 – HT-I – Mathematics – FF Halili NHS 10:00 – 11:00 – HT-III – Math – Sta. Monica NHS 11:00- 12:00 – HT-IV– English– Prenza NGS 1:00 – 2:00 – HT-VI – English – San Miguel NHS 2:00 – 3:00 – HT-VI – MAPEH – San Miguel NHS Announcement of Results 4:00 – 5:00





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Enclosure no. 3 to DIVISION MEMORANDUM NO. 306 . S. 2021

LIST OF DOCUMENTS TO BE SUBMITTED

I. on Qualification Standards - certified true copies of the following

Note: Please use blue folder with cover page.

1. Application letter – Indicate the position applied for as well as the school where applying
2. CSC Form 212 – Revised 2017
3. Updated Service Record
4. Transcripts of Records (Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization, Post-graduate studies, if any)
5. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
6. Performance Ratings for the last three rating periods (at least Very Satisfactory)
7. Certificates of participation in relevant trainings (on leadership, management, or administration)
8. Certificate of eligibility or PRC license

II. Performance, Experience, Education, Training, and Outstanding Accomplishments (As per DepEd Order 42, s.2007) – original copies of the following

Note: Please use blue folder with cover page.

1. Application letter stating the position applied for as well as the school where applying
2. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
3. Transcripts of Records (Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization, Post-graduate studies, if any)
4. Copies of O/IPCRFs for the last three (3) rating periods signed by the authorized rater (ASDS) and approving authority (SDS)
5. Updated Service Record
6. Certificates, MOVs, and other documentary requirements on the criteria for ranking Principals and Head Teachers as per DepEd Order 42, s.2007 (cf: Worksheet for Ranking of Principals and Head Teachers)
7. Omnibus certification of authenticity and veracity of documents, duly notarized



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Enclosure no. 4 to DIVISION MEMORANDUM NO. 308 . S. 2021

**DIVISION HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)**

Chairperson: Rowena T. Quiambao, CESE
Assistant Schools Division Superintendent

Members: Gregorio C. Quinto, Jr. EDD
CID Chief

Josefina S. Pedroche
AO V

Victoria C. Madrigal
AO-IV - Personnel Unit

Principal of the School where the vacancy exists

Invited Observers: EPSs of Mathematics, English, and MAPEH

Secretariat: Crisanta Q. Alfonso

