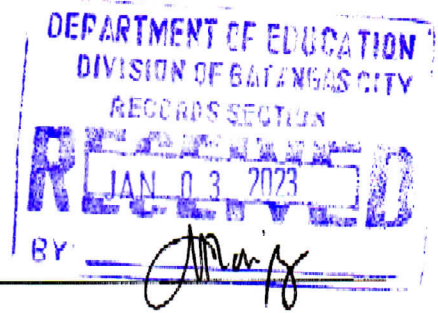




Republic of the Philippines  
**Department of Education**  
 Region IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS CITY**



January 03, 2023

**DIVISION MEMORANDUM**  
**NO. 002 ,s. 2023**

**RANKING OF APPLICANTS FOR HEAD TEACHER VACANT POSITIONS**

**TO: Assistant Schools Division Superintendent**  
**CID and SGOD Chief**  
**Education Program Supervisors**  
**Public School District Supervisor**  
**Public Elementary and Secondary School Principals**  
**All Concerned**

1. The Field is hereby informed that this office opens the application for the following **HEAD TEACHER** positions:

POSITION	SALARY GRADE	SALARY	NO. OF POSITIONS
Head Teacher III	16	38,150.00	2
Head Teacher II	15	35,097.00	1
Head Teacher I	14	32,321.00	1

2. The Qualification Standard (QS) and duties and responsibilities of the said positions are as follows:

<b>A. CSC PRESCRIBED QUALIFICATIONS:</b>			
EDUCATION	EXPERIENCE	ELIGIBILITY	TRAININGS
<b>HEAD TEACHER III</b>			
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for two (2) years; or Teacher-in-Charge (TIC) for two (2) years; or Teacher for five (5) years	RA 1080 (Teacher)	Twenty-four (24) hours of relevant training

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 Telephone No. (043) 702-2094  
 Email: [division.batangascity@deped.gov.ph](mailto:division.batangascity@deped.gov.ph)  
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<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>ELIGIBILITY</b>	<b>TRAININGS</b>
<b>HEAD TEACHER II</b>			
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 units professional education units	Head Teacher for one (1) year; or Teacher-in-Charge (TIC) for one (1) year; or Teacher for four (4) years	RA 1080 (Teacher)	Twenty-four (24) hours of relevant training
<b>HEAD TEACHER I</b>			
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Teacher-in-Charge for one (1) year; or Teacher for three (3) years	RA 1080 (Teacher)	Twenty-four (24) hours of relevant training

### **3. DUTIES AND REPONSIBILITIES OF HEAD TEACHER**

- Coordinates with stakeholders on resource generation and mobilization
- Motivates and supports teachers to attain peak performance through awards, recognition and incentives
- Monitors teachers and master teachers
- Monitors the teaching-learning process
- Evaluates learning outcomes
- Recommends changes in policies affecting curriculum and instruction
- Implements innovations and alternative delivery schemes
- Localizes/indigenizes curriculum
- Prepares specific budget and accounts for funds received
- Maximizes the use of textbooks, references and other instructional materials
- Organizes special classes for learners with special needs
- Meet parents regularly to confer/inform about school accomplishments
- Determines the strengths, weaknesses, opportunities and threats of the school
- Designs programs with stakeholders to address school needs
- Recognizes accomplishment of stakeholders
- Promotes welfare of stakeholders
- Mediates and ensures resolution of conflicts in school
- Formulates school policies with stakeholders
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Promotes school discipline with stakeholders
- Leads the preparation of SIP/AIP and ensures participation of stakeholders



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4. Interested qualified applicants shall submit documents with "ear tags" following the arrangement below:
  - ✓ Letter of intent addressed to the Schools Division Superintendent
  - ✓ Fully accomplished Computerized Personal Data Sheet (PDS) with the recent passport – sized picture (CSC Form no. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
  - ✓ Photocopy of licenses, proof of eligibility, authenticated by appropriated institution, i.e. PRC, CSC
  - ✓ Photocopy of Performance ratings (duly signed) – 3 consecutive years (note: summary of ratings shall not be accepted)
  - ✓ Updated Service record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO Status
  - ✓ Photocopy of Outstanding accomplishment (if any)
  - ✓ Photocopy of Outstanding Employee Award/s
  - ✓ Innovation
  - ✓ Research and development projects
  - ✓ Photocopy of Publication/authorship
  - ✓ Photocopy of certificate as Consultant/ Resource speaker in trainings/seminars
  - ✓ Photocopy of Transcript of Records(TOR), authenticated by institution/university
  - ✓ Photocopy of Certificate if Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
  - ✓ Photocopy of Latest approved appointment (if any)
5. Please bring original copies of submitted documents for validation on the date of ranking.
6. Interested applicants are advised to submit their documentary requirements through the **Records Unit**. Then, the applicant will forward the stamped received documents to the **Personnel Unit** for pre-evaluation of qualification viz-a-viz qualification standards. Receiving of documents will be on **January 04-11, 2023** from **8:00am to 5:00pm only**. Applicants who meet the minimum qualification standards shall be included in the shortlist and shall receive a notification on the same day.
7. The panel interview and examination with the Human Resource Merit Promotion and Selection Board (HRMPSB) will be held on **January 12, 2023 at 9:00 AM at OSDS Conference Hall**
8. After the HRMPSB deliberation, Comparative Assessment Results (CAR) will be prepared for signature and posting.



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9. Please refer to DepEd Order No. 42, s. 2007, "Revised Guidelines on Selection, Promotion and Designation of School Heads" and Regional Memorandum No. 434 s. 2017, "Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007.

**Note:** Only those applicants with complete requirements shall be entertained.

Immediate and wide dissemination of this memorandum is desired.

  
**FELIZARDO O. BOLAÑOS, CESO VI**  
Schools Division Superintendent



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