

DIVISION OF LIGAD CITY

Binatagan, Ligao City Tolefax: (052) 202-0932/485-2436



August 13, 2015

DIVISION MEMORANDUM NO._34_, s. 2015

ASSESSMENT OF TEACHING AND NON-TEACHING POSITIONS FOR ELEMENTARY AND SECONDARY

TO

Chief Education Supervisors

Education Program Supervisors

Senior Education Program Specialists

Education Program Specialists II

Public Schools Division Supervisors

Elementary and Secondary School Heads

Section Chiefs

All Interested Applicants

1. This Office hereby announces the Schedule of Assessment for the following positions, to wit:

Date of Assessment	Position Title/ Place of Assignment
August 27, 2015 A.M	Public Schools District Supervisor
August 27, 2015 P.M	Head Teacher II and III / Elementary
August 28, 2015 A.M	Administrative Assistant II and Administrative Aide VI / OSDS
August 28, 2015 P.M	Head Teacher III/ Paulba NHS

2. Interested and qualified applicants for these positions are required to submit three (3) sets of authenticated documents for evaluation together with the original copies, to include the following which shall be brought during the scheduled period of assessment at the Schools Division Office Training Hall:

Letter of Intent stating the specific position applied for

Resume/Personal Data Sheet

Transcript of Records/ Special Order

Performance Rating (last 3 rating periods)

Service Record/ (Certificate of Employment, if employed in private)

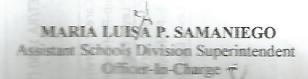
Outstanding Accomplishments

Certificate of Eligibility

Certificate of Trainings/Seminars/Scholarship, etc.

Other documents relevant to the position applied

- 3. This Office shall adopt an open ranking system guided by DepEd Order No.39, s.2007 and DepEd Order No. 42, s. 2007; and DepEd Order No.66, s.2007.
- 4. Enclosed are the Qualification Standards for each position cited above.
- Immediate and wide dissemination of this memorandum is required.



Haura to Division Memorandum No. 34, s.2015

				.QUALIFICATION STANDARDS	STANDARDS	- 101
TON THE	° u G	ITEM/S	EDUCATION REQUIREMENT	EXPERIENCE REQUIRED	TRAININGS	
			Master's Degree in Education	2 years as (Elementary)	16 hours of relevant	TO LOCAL
BLIC SCHOOLS DISTRICT SUPERVISOR	22	در	or its equivalent	School Principal III or 4,	training	PBET/LLT/HA III
				years as (Elementary) School Principal II		918 0
			Bachelor's Degree in Secondary	Head Teacher for 2 yrs;	24 hours of relevant	
AD TEACHER III	16	ш	Education; or Bachelor's Degree	Teacher-In-Charge for 2 yrs;	training	DRILL/III/III IIII
AUIBA NHS)			with 18 professional education	or Teacher for 5 yrs		
110			units with appropriate field of		•	
E CIT			specialization			12
			BEED or Bachelor's Degree in	Head Teacher for 2 yrs;	24 hours of relevant	
AB TEACHER III	16	ы	Secondary Education; or	Teacher-In-Charge for 2 yrs;	training	PILIT/LET/RA IIII
EMENTARY)			Bachelor's Degree with 18	or Teacher for 5 yrs		
			professional education units with			
			appropriate field of specialization			
			Bachelor's Degree in Elementary	Head Teacher for 1	24 hours of relevant	
AD TEACHER II	15	Н	Education; or Bachelor's Degree	year.;Teacher-In-Charge	training	BIRLYIEI/BS III
EWENTARY)			with 18 professional education	for 1 year; or Teacher for 3	No.	
			units	years		
			Completion of 2 years studies in	1 year of relevant	4 hours relevant training	
MINISTRATIVE ASSISTANT II	Ø	Ы	college	experience	Ux	
			Completion of 2 years studies in	A wear of relevant	4 hours rejevant	221
MINISTRATIVE AIDE VI	00	٦	college	experience	training	