



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.
5. Immediate and wide dissemination of this memorandum is required.

**MARIA LUISA P. SAMANIEGO**  
Assistant Schools Division Superintendent  
Officer-In-Charge

POSITION TITLE	SG	NO.OF ITEM/S	QUALIFICATION STANDARDS			
			EDUCATION REQUIREMENT	EXPERIENCE REQUIRED	TRAININGS	ELIGIBILITY
PUBLIC SCHOOLS DISTRICT SUPERVISOR	22	1	Master's Degree in Education or its equivalent	2 years as (Elementary) School Principal III or 4 years as (Elementary) School Principal II	16 hours of relevant training	PBET/LET/BA 1088 (10)
HEAD TEACHER III (SUBSBA NHS)	16	1	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 yrs; Teacher-In-Charge for 2 yrs; or Teacher for 5 yrs	24 hours of relevant training	PBET/LET/BA 1088 (10)
HEAD TEACHER III (ELEMENTARY)	16	1	BEED or Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 yrs; Teacher-In-Charge for 2 yrs; or Teacher for 5 yrs	24 hours of relevant training	PBET/LET/BA 1088 (10)
HEAD TEACHER II (ELEMENTARY)	15	1	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	Head Teacher for 1 year; Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	PBET/LET/BA 1088 (10)
ADMINISTRATIVE ASSISTANT II (SBS FINANCE)	9	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	(Sub Professional) Level III (Career for 1st Level) (Sub Professional) Level III (Career for 1st Level)
ADMINISTRATIVE AIDE VI (SBS)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	(Sub Professional) Level III (Career for 1st Level) (Sub Professional) Level III (Career for 1st Level)