



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

February 15, 2022

DIVISION MEMORANDUM
No. 039, s. 2022

**SUBMISSION AND VALIDATION OF DOCUMENTS FOR PERPETUAL RANK LIST OF
MASTER AND HEAD TEACHER POSITIONS FOR SECONDARY LEVEL**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. The submission of documents on the Perpetual Rank list for Master and Head Teacher Positions is now open.

Vacant Position	Salary Grade	Station
Master Teacher I	18	Ivisan NHS
Master Teacher I	18	Sapian NHS
Head Teacher III	16	Basiao NHS
Head Teacher III	16	Jamindan NHS
Head Teacher II	15	Felix Balgos NHS
Head Teacher II	15	Ivisan NHS
Head Teacher II	15	Estefania Montemayor NHS
Head Teacher I	14	Panitan NHS

2. Applicants should meet the following minimum qualification standard: *MEC Order No. 10 s. 1979* and *DepEd Order No. 39 s. 2007*

Position	Education	Experience	Training	Eligibility
Master Teacher I	Bachelor of Secondary Education; or Bachelor's degree with 18 professional education units and 18 units for a Master's Degree in Education or its equivalent	At least 3 years teaching experience	-	RA 1080 (Teacher)
Head Teacher I	Bachelor of 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 II	Bachelor of Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 1 year; or TIC for 1 year; teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	Bachelor of Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or TIC for 2 years; teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

3. Interested qualified applicants (*regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances*) who met the basic requirements for the above-mentioned positions should submit the following documents in a properly-labelled folder to the **Schools Division Office, c/o the Office of the Administrative Officer IV (Personnel)** on or before 5:00 o'clock in the afternoon of **February 18, 2022**:

3.1 Application letter (Addressed to the Schools Division Superintendent)

3.2 Personal data Sheet (CS Form 212)

Photo copies of:

3.2.1. Updated Service Records

3.2.2. Performance Rating for the last three (3) years

3.2.3. Transcript of Records/Special Order

3.2.4. Latest Appointment

3.2.5. Certificate Attesting Outstanding

Accomplishments/Awards/Recognition Received

3.2.6. Certificates of Relevant Training attended

3.2.7. Certificates of Eligibility/Eligibility Rating

3.2.8. Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **February 17, 2022**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

5. An Omnibus Sworn Certification of the applicants stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct must be attached. As well as original documents must be presented during the evaluation and deliberation process for verification purposes.

6. The evaluation of documents, interview and written test is scheduled on **February 22, 2022** at **the venue to be announced in a separate issuance**.

7. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

8. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE fund, subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent

FEB 15 2022

sdo/admin

References: MEC Order No. 10 s. 1979; DepED Order No. 39, s. 2007
To be indicated in the Perpetual Index
under the following subject:

PERSONNEL

HRMPSB

TEACHER



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Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph