



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 294 s. 2023

To : OIC-Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

From : **DANNY B. CORDOVA, EdD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF THE OPENING FOR HEAD TEACHER IV
POSITION

DATE : June 14, 2023

1. Please be informed that the positions below is now open to all interested applicants *regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation* provided that they meet the minimum CSC Requirements:

Vacant Position : HEAD TEACHER IV
Item Number : OSEC-DECSB-570003-2017
Salary Grade : 17
Education Requirements : Bachelor's degree in Elementary Education or Bachelor's Degree with 18 units professional education units
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 3 years or Master Teacher for 2 years
Training Requirements : 24 hours of relevant training

JOB DESCRIPTION:

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **JUNE 29, 2023, 5:00 PM.**
- Letter of intent (addressed to the Schools Division Superintendent)
 - Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - Photocopy of valid and updated PRC License/ID, if applicable
 - Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
 - Photocopy of Certificate/s of Training, if applicable
 - Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - Photocopy of latest appointment, if applicable
 - Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
 - Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
 - Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment
- Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled.
3. **Applicants are expected to :**
- **Bring all original documents for verification purposes.**
 - **Submit one set of documents for every position he/she is applying for.**
4. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.



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