



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 454, s. 2023

DEC 14 2023

**RECRUITMENT AND SELECTION FOR HEAD TEACHER POSITIONS**

To: OIC-Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Kabankalan City, through the HRMO, announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for Head Teacher Positions not later than 5 pm of December 26, 2023.
2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. Below is the table of qualification standards of the said position:

Position/SG/Item Number/Place of Assignment	Education	Training	Experience	Eligibility
Head Teacher III, SG 16 OSEC-DECSB-HTEACH3-421918-1998 Elementary	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)



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Head Teacher II, SG 15 OSEC-DECSB- HTEACH2- 420199-1998 Elementary	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In- Charge for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher II, SG 15 OSEC-DECSB- HTEACH2- 420118-1998 Bantayan NHS	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In- Charge for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher I, SG 14 OSEC-DECSB- HTEACH1- 420079-2016 Daan Banua NHS	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In- Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
<i>*Relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a School Head</i>				

4. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in one (1) set with ear tabs as indicators for each group of attached documents:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;





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- e. 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 available;
  - f. Photocopy of Certificate/s of Training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance prior to the deadline of submission, if applicable;
  - j. 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 (Enclosure No. 1) – 4 copies;
  - k. Other documents as may be required for comparative assessment, such as but not limited to:
    - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and 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.
5. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.
6. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification by the Human Resource Management Promotion and Selection Board.
7. Applicants with disabilities shall request the Chairman of the HRMPSB in writing prior to the deadline of submission of applications should any assistance be needed.
8. The indicative timeline of activities for this recruitment below is subject to change should unforeseen circumstance/s arise that may be beyond the control of the HRMPSB:

Activity	Date	Venue	Participants
Acceptance of Applications	December 13, 2023 to December 26, 2023	Records Office	Applicants
Posting of Initial Evaluation Result	December 27, 2023	Division Office	HRMO
Conduct of Skills Test/Work Sample test/BEI	December 27, 2023	Division Office	HRMPSB



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Open Ranking/Document Validation	December 27, 2023	Division Conference Hall, SDO Kabankalan City	HRMPSB
Posting of Comparative Assessment Result	December 27, 2023	Division Office	HRMO

9. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*



## CHECKLIST OF DOCUMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement		Status of Submission (To be filled out by applicant; Check if submitted)	Verification (To be filled out by HRMO/HR Office/ Sub-Committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	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 available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	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 – 4 copies			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and 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			

Attested:

\_\_\_\_\_  
 HRMO

### OMNIBUS SWORN STATEMENT

#### Certification of Authenticity and Veracity

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

#### Data Privacy Consent

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.