

Republic of the Philippines
Department of Education
Region VI - Western Visayas
Division of Sagay City

December 14, 2015

DIVISION MEMORANDUM

No. 270 s. 2015

**To: OIC-Asst. Schools Division. Supt.
Chief, SGOD & CID
Education Program Supervisors
PSDSs/PIDs – District 1-10
School Heads of Secondary Schools
All Concerned**


NEW HEAD TEACHER 1 ITEMS FOR SECONDARY SCHOOL

1. The field is hereby informed that this office is now accepting applications for the new Head Teacher I items in the following Secondary Schools.
 - a. Cpo. Bago NHS
 - b. Colonia Divina IS
 - c. Himoga-an Baybay IS
 - d. Molocaboc IS
 - e. Sewahon NHS

2. Qualification Standards for the Head Teacher I position are as follows:

EDUCATION	EXPERIENCE	TRAININGS	ELIGIBILITY
Bachelor's Degree in Secondary Education; or Bachelor's Degree With 18 Prof. educ. Units w/ appropriate field of specialization	TIC for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080

3. Interested applicants may submit their letter of intent addressed to the SDS of this office not later than January 4, 2016.
4. Application letters should be accompanied by the following documents:
 - a) Updated Service Record
 - b) Performance Rating for the last 3 years.
 - c) Photocopies of Transcript of records - Undergraduate/Graduate studies
 - d) Original and photocopies of certificates of seminars/trainings attended for the last 3 years not credited in last promotion.
 - e) Photocopy of PBET / LET result
 - f) Photocopy of PRC License
 - g) Photocopy of latest appointment
 - h) Original and photocopy of awards received
 - i) Original and photocopy of designation as OIC/ TIC
 - j) Original and photocopy of certificate as resource speaker in trainings/seminars
 - k) Original and photocopy of action research conducted
 - l) Original and photocopy of chair/ co-chairmanship in a technical/planning committee.
5. For wide dissemination.


MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
Officer in Charge