



Republic of the Philippines  
Department of Education  
Region XVIII, Negros Island Region  
**DIVISION OF NEGROS ORIENTAL**  
*Dumaguete City*



February 29, 2016

DIVISION MEMORANDUM

No. 153, s. 2016

**ANNOUNCING THE DIVISION RANKING FOR HEAD  
TEACHER I/II/III POSITIONS IN THE ELEMENTARY  
LEVEL AND HEAD TEACHER I POSITIONS IN THE  
SECONDARY LEVEL, FOR SY 2016-2017**

TO : Asst. Schools Division Superintendent  
Chiefs, Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District -In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This is to announce to the field that this Office is now accepting applications for **Head Teacher I/II/III** positions in the **elementary level** and **Head Teacher I** positions in the **secondary level**. Hereunder are the modified qualifications standards required for these positions as stipulated in DepEd Order No. 39, s. 2007, to wit:

**ELEMENTARY LEVEL**

**Head Teacher I (SG 14)**

*Education* : Bachelor's degree in Elementary Education; or  
Bachelor's degree w/ 18 professional education units

*Experience* : TIC for 1 year; or  
Teacher for 3 year

*Training* : 24 hours of relevant training

*Eligibility* : RA 1080 (Teacher)

**Head Teacher II (SG 15)**

*Education* : Bachelor's degree in Elementary Education; or  
Bachelor's degree w/18 professional education units

*Experience* : HT for 1 year; or  
TIC for 1 year; or  
Teacher for 4 years

*Training* : 24 hours of relevant training

*Eligibility* : RA 1080 (Teacher)

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**Head Teacher III (SG 16)**

*Education* : Bachelor's degree in Elementary Education; or  
Bachelor's degree w/ 18 professional education units

*Experience* : HT for 2 years; or  
TIC for 2 years; or  
Teacher for 5 years

*Training* : 24 hours of relevant training

*Eligibility* : RA 1080 (Teacher)

**SECONDARY LEVEL**

**Head Teacher I (SG 14)**

*Education* : Bachelor's degree in Secondary Education; or  
Bachelor's degree w/ 18 professional education  
units with appropriate field of specialization

*Experience* : TIC for 1 year; or  
Teacher for 3 years

*Training* : 24 hours of relevant training


*Eligibility* : RA 1080 (Teacher)

2. Interested applicants are requested to submit a written application supported by certified copies of the following pertinent documents to the Chairperson, Division Personnel Selection Board in one (1) folder:

1. CSC Form 212 (Personal Data Sheet)
2. Certified copy of latest appointment
3. Updated Service Record
4. Performance Rating (*for the last 3 school year rating period*)
5. Transcript of Records/Certification for MA CAR/  
S.O for MA graduates
6. Certificate of Relevant Trainings/Seminars Attended  
(*not credited during the last promotion*)
7. Certificate of Outstanding/Meritorious Accomplishments
8. Report of Rating/Eligibility

**DepEd Order No. 42, s. 2007** shall be the basis for evaluation of these papers.  
Deadline for submission is on **March 18, 2016**.

3. It is desired that this Memorandum be given widest dissemination.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge

LTC/DYA/psar.