



August 06, 2015

DIVISION MEMORANDUM

No. 135 s. 2015

CORREGENDUM TO DIVISION MEMORANDUM No 124 s. 2015 (RANKING FOR RECLASSIFICATION OF SECONDARY SCHOOL DEPARTMENT HEAD POSITIONS)

To : OIC – Asst. Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public School District Supervisor
 Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the conduct of the Ranking for Reclassification of Secondary School Department Head Position with seven (7) or more teachers in the department/subject area but has no existing Head Teacher position. Evaluation of documents will be held at the SDO Conference Room on Thursday, August 13, 2015, following the schedule below.

School	Time
Kakawate High School	8:00 AM
San Martin High School	9:00 AM
Citrus High School	10:00 AM
Towerville High School	11:00 AM
Minuyan National High School	2:00 PM
Muzon Harmony Hills HS	3:00 PM

2. Applicants must have a Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 Professional Education Units with appropriate field of specialization, Teacher for three (3) years, and 24 hours of relevant training.

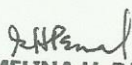
3. Interested applicants are required to submit a photocopy of the following documents on Monday, August 10, 2015 for pre-evaluation and original copy on the day of the open ranking:

- a. Recommendation from the Principal
- b. Application Letter
- c. Updated Personal Data Sheet
- d. Eligibility / License
- e. Service Records
- f. Transcript of Records
- g. Performance Rating for the last three (3) rating periods
- h. Individual Class Program of the teachers under the subject area recommended
- i. Certificate of Seminars/Training attended and Outstanding Accomplishments

4. Bases for appreciation of documents are DepEd Order Nos. 39 and 42 series of 2007, and Regional Memorandum No. 1 series of 2013.

5. All Provisions of Division Memo No. 124 s. 2015 not in consonance with the herein provisions are hereby rescinded.

6. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
 Schools Division Superintendent

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