



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
SFHS Comp., Nueva Ecija St., Bago Bantay,
Quezon City



587

August 22, 2012

Memorandum To:

**Asst. Schools Division Superintendents
Division/District Supervisors/Coordinators
Elementary/Secondary School Principals
Head Teachers and Officers In-Charge
Heads of Administrative Units
All Employees Concerned**

For the information and guidance of the field, the Division Personnel Selection Board for Secondary/Elementary will conduct the evaluation/interview of qualified applicants for the following vacant positions on September 19-20, 2012 from 9:00 a.m. to 4:00 p.m. to be held at the Division BAC Office, 2nd Floor.

<u>POSITION</u>	<u>MAJOR SUBJECT</u>	<u>SCHOOL</u>
<u>Secondary</u>		
Head Teacher VI	MATH	Batasan Hills National HS
Head Teacher V	MATH	Ramon Magsaysay (Cubao) HS
Head Teacher IV	English	Juan Sumulong High School
<u>Elementary</u>		
Head Teacher III		D. Macapagal Elem. School
<u>MASTER TEACHER II</u>		
Filipino		Novaliches High School
Araling Panlipunan		Ramon Magsaysay (Cubao) HS
English		North Fairview High School
MAPEH		Camp Gen. E. Aguinaldo HS
		S. Osmeña Sr. High School
		Manuel Roxas High School
		Judge Juan Luna High School

All interested and qualified applicants/candidates should submit the following pertinent documents (original and xerox copy) to the Head, Personnel Services Section for authentication on or before September 17, 2012.

For Head Teachers

1. Personal Data Sheet ((CS Form 212)
2. Transcript of Records/Diploma
3. Licensure Exam for Teacher / or Certificate of Registration from PRC
4. Latest approved appointment
5. Updated Service Record
6. Performance Rating for the last three rating periods
7. Certificate of Seminars/Trainings attended

8. Outstanding Accomplishment (meritorious accomplishments)
- Outstanding employee award
 - Innovations
 - Research & Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speaker in Trainings/Seminars/Workshops/Symposia

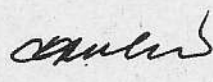
For Master Teacher II

1. Personal Data Sheet ((CS Form 212)
2. Transcript of Records/Diploma
3. Approved Appointment as Teacher
4. Updated Service Record
5. Licensure Exam for Teacher and/or Certificate of Registration from PRC
6. Performance Rating for the last three rating periods
7. Certificate of Trainings Attended as indicator of leadership potential and accomplishment (Refer to Guidelines in the Processing of Master Teacher I and II Documents per Division Memorandum No. 192, s. 1992 for other required documents)

Failure to submit the required pertinent documents on the prescribed period of submission will mean forfeiture of his/her right to the position. Applicants / candidates who will come late on the scheduled interview will no longer be entertained.

Furthermore, Principals/School Heads are requested to inform their teachers, master teachers and head teachers regarding this memorandum.

Immediate and wide dissemination of this memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent