

June 4, 2019

DIVISION MEMORANDUM

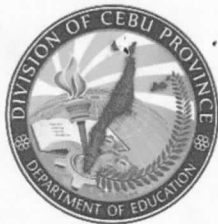
No. 313, s. 2019

RANKING OF TEACHERS-IN-CHARGE FOR SCHOOL YEAR 2019-2020

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 CID and SGOD Personnel
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Division Personnel Selection Board
 All Teaching Personnel

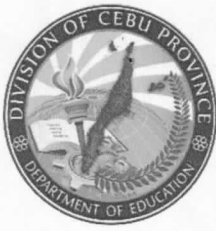
1. This Office announces the conduct of ranking for Teachers-In-Charge for public elementary, secondary, and integrated schools for S.Y. 2019-2020 in compliance with DepEd Order No. 42, s. 2007, "The Revised Guidelines on Selection, Promotion, and Designation of School Heads" which provides that the Schools Division Superintendent shall designate Teachers-In-Charge in schools without principal items.
2. Applicants must have at least three (3) years teaching experience and undergo a screening process with the following schedule:

Date	Venue	Time	No. of Working Days	ACTIVITIES
June 6-18, 2019	Anywhere with internet connection	24 hours	8	Online Application by the Applicants
June 6-19, 2019	District Office	8:00 a.m.- 5:00 p.m.	9	Submission of the applicants' pertinent documents in a folder with tabs to the Public Schools District Supervisors who will act as Chairman of the Sub-Selection Committee for verification against the original documents and certification as to the veracity, accuracy and authenticity of documents. The PSDS shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant. Note: Only one (1) folder per applicant. Applicants are advised to bring their original documents for verification at the District Office.
June 6-13, 2019	Division Office	8:00 a.m.- 5:00 p.m.	5	Submission of names of PSDS with four (4) school heads for elementary with PSDS as the chairman and five (5) school heads for the secondary whose

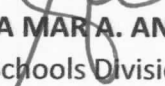


				chairman is selected by the PSDS to comprise the District Sub-Selection Committee in each level to be submitted to the Office of ASDS Perico
June 14, 2019	Division Office	8:00 a.m.-5:00 p.m.	1	Designation of members of the Division Sub-Selection Committees for elementary and secondary levels by the SDS
June 18, 2019	Ecotech Center	8:00 a.m.-5:00 p.m.	1	Orientation of the members of the Division Sub-Selection Committees for elementary and secondary levels
June 20-21, 2019	Respective District Offices	8:00 a.m.-5:00 p.m.	2	Documents Review by the Division Sub-Selection Committee
June 24, 2019	Division Office	8:00 a.m.-5:00 p.m.	1	Submission of Folders of Applicants with Preliminary Points by the Division Sub-Selection Committee
June 26, 2019	Division Office	8:00 a.m.-5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Cluster A Applicants by the Division Personnel Selection Board
June 27, 2019	Division Office	8:00 a.m.-5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Cluster B Applicants by the Division Personnel Selection Board
June 28, 2019	Division Office	8:00 a.m.-5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Cluster C Applicants by the Division Personnel Selection Board Note: The Applicants are advised to bring the original documents for validation purposes
July 4-18, 2019	Division Office	8:00 a.m.-5:00 p.m.	15 days	Posting of the initial RQA in the Division Office. Request for corrections shall only be entertained during posting period.
July 22, 2019	Division Office	8:00 am-5:00 pm	1	Submission of RQA to the Office of the SDS for approval.
July 24, 2019 onwards	Division Office	8:00 a.m.-5:00 p.m.		Designation of Teachers-In-Charge in schools without principal items

3. Applicants who do not meet the required number of teaching experience are automatically disqualified to advance in the screening process.
4. All qualified applicants shall apply online before submitting their letter of intent indicating the specific position applied for and their pertinent papers in a folder to the District Office on or before June 19, 2019.
5. The pertinent documents to be arranged and submitted in a folder are the following:
 - 5.1. Application letter indicating the position applied for.
 - 5.2. CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture.



- 5.3. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
 - 5.4. Service Record
 - 5.5. Designation Orders as School Caretaker/ Teacher-in-Charge
 - 5.6. Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
 - 5.7. Transcript of Records (TOR) in Graduate and Post Graduate degrees
 - 5.8. Certificates of relevant training
 - 5.9. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee
6. For further information and guidance, please refer to Deped Order No. 42, s. 2007, "The Revised Guidelines on Selection, Promotion, and Designation of School Heads."
 7. This serves as Authority to Travel among the identified participants in the different scheduled activities.
 8. Immediate and wide dissemination of this Memorandum is desired.


RHEA MARIA A. ANGTUD, Ed. D. CESO VI
Schools Division Superintendent

