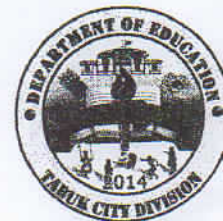




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

No. 277, S. 2019

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Administrative Officers
Elementary and Secondary School Heads
Elementary and Secondary Teaching Personnel
Elementary and Secondary Non-Teaching Personnel
Human Resource Management Personnel Selection Board

From: **IRENE S. ANGWAY**
Assistant Schools Division Superintendent
Officer In-Charge
Schools Division Superintendent

Date: November 19, 2019

Subject: **Assessment for the Pool of Qualified Applicants**

- To facilitate the filling-up of vacancies and the preparation as well as implementation of an organizational succession plan, the Division Office is calling for the preparation of a Pool of Qualified Applicants (PQA). The preparation of the POA will be used for the following:
 - Efficient, timely and easy filling-up of vacancies;
 - Preparation and implementation of a succession plan;
 - Reference for ERF and Reclassification of items;
 - Reference for assigning Teacher In-Charge for a month or more; and
 - Others that may be deemed appropriate.

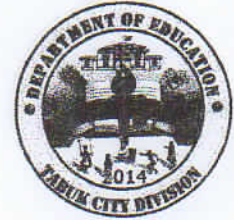
- DepEd personnel who wants to join the assessment for the following positions will submit their application papers as follows:

Position	HRMPSB In-charge	Deadline of Submission of Pertinent Papers	Assessment Schedule
Teacher II	School HRMPSB	December 3, 2019	December 9-13, 2019
Teacher III	School HRMPSB		
Master Teacher I	Division HRMPSB	December 6, 2019	December 16-20, 2019
Master Teacher II			
Head Teacher I			
Head Teacher II			
Head Teacher III			
Principals I-III			

- The School HRMPSB are to submit the result of the School Assessment for Teacher II-III with their pertinent papers to the Division HRMPSB on or before December 16, 2019 for review, finalization and consolidation.
- The validity of the Pool of Qualified Applicants will be six months. Those who submitted/applied for ERF is discouraged to apply. Call for application will be done two months before expiration or when the pool is already exhausted whichever comes first.



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6. Elementary applicants for Teacher II and III shall be separated per district. The Secondary Schools shall have a separate Pool of Qualified Applicants from the Elementary.
7. Qualification of applicants are as follows:

Positions	Qualifications			
	Education	Training	Experience	Eligibility
Teacher II	Elementary: BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 Year Relevant	LET
Teacher III	Secondary BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 Years Relevant	LET
Master Teacher I	Elementary: BEED of Bachelor's degree plus 18 professional units in Education and 18 units for a Master's degree in Education or its equivalent Secondary: BSED of Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent	None Required	3 Years relevant	LET
Master Teacher II	Elementary: BEED of Bachelor's degree plus 18 professional units in Education and 24 units for a Master's degree in Education or its equivalent Secondary: BSED of Bachelor's degree plus 18 professional units in Education with appropriate major and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant	1 year as Master Teacher 1 or 4 years as Teacher III	LET
Head Teacher I	Elementary: BEED or Bachelor's degree plus 18 professional units in Education Secondary: BSED; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant	TIC for 1 year; or Teacher for 3 years	LET
Head Teacher II	Elementary: BEED; or Bachelor's degree with 18 units professional education units	24 hours of relevant	HT for 1 year; or Teacher for 4 years	LET



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Head Teacher III	Elementary: BEED; or Bachelor's degree with 18 units professional education units Secondary: BSED; or Bachelor's degree plus 18 professional units in Education with appropriate field of specialization	24 hours of relevant	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	LET
Principal I	Elementary: BEED; or Bachelor's degree with 18 units professional education units Secondary: BSED or Bachelor's degree plus 18 professional units in Education	40 hours of relevant	Head teacher for 1 year; or TIC for 2 years; or MT for 2 years or Teacher for 5 years	LET
Principal II	Elementary: BEED; or Bachelor's degree with 18 units professional education units + 6 units of Management Secondary: BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant	1 year as Principal	LET
Principal III	Elementary: BEED; or Bachelor's degree w/ 18 units professional education units + 6 units of Management Secondary: BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours relevant	2 years as Principal	LET
Principal IV	Secondary: BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours relevant	3 years as Principal	LET

8. Immediate and widest dissemination of this memorandum is desired.