



Republic of the Philippines
Department of Education
 Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

06 AUG 2024

DIVISION MEMORANDUM

No. 473, s. 2024

CALL UP FOR TEACHER-IN-CHARGE APPLICATIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to inform the field that this Office is seeking interested and qualified elementary teachers to serve as Teacher-in-Charge at **Bato Central Elementary School**, District III and **Pedro Katalbas I Elementary School**, District V of this Division.
2. Pursuant to DepEd Order No. 42, s. 2007 "Revised Guidelines on Selection, Promotion, and Designation of School Heads", to become a Teacher-in-Charge, one must have at least three (3) years of teaching experience and undergo a screening process to be conducted by the Division Office.
3. Interested applicants are advised to submit the following documents addressed to the Schools Division Superintendent of this office c/o Ma. Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **August 7, 2024**:
 - a. Letter of Intent
 - b. Scholastic Record such as but not limited to Transcript of Records and Diploma
 - c. Certificate/s of Trainings acquired after the last promotion but within the last five (5) years
 - d. Duly signed and updated Service Record
 - e. Latest IPCRF Rating
 - f. Means of Verification showing outstanding accomplishments, application of education, and/or application of learning and development.
4. The application is open to any qualified individuals currently teaching at DepEd Division of Sagay City regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.
5. The evaluation of applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to School Administration Positions" adopting the basic qualifications of the Head Teacher I Position.
6. Immediate and wide dissemination of this memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent

End.: None
 Reference: As stated
 To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT SELECTION PERSONNEL

L.Tan/HRPERSONNEL/08052024



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