DIVISION MEMORANDUM
No. 2, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary School Heads
All Others Concerned

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: August 6, 2019

RE: COMPARATIVE ASSESSMENT FOR ELEMENTARY TEACHERS WILLING TO BE ASSIGNED AS TEACHER IN CHARGE

1. This is to inform the field of the Comparative Assessment for Elementary Teachers who are at least Teacher III, has been in the service for at least 5 years and are willing to be assigned as Teacher In Charge is now open to all qualified applicants/candidates. Interested applicants should meet the Qualification Standards provided in DepED Order No. 42, s. 2007, and DepED Order No. 39, s. 2007.

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
   - CSC Form 212 (revised 2017);
   - Transcript of Records;
   - Eligibility – PRC Rating and unexpired License;
   - Performance Rating for the last three (3) years;
     (at least 1 year in the present position)
   - Updated Service Records;
   - Certificate/s of Outstanding/Mentorius Accomplishment;
   - Outstanding Employee Award;
   - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official);
   - Research and Development Projects;
   - Publication/Authorship;
   - Consultancy/Resource Speakership;
   - Education and Training
   - Certificates of trainings attended not credited during the last promotion;
Chairmanship/Co-chairmanship of a technical/planning committee.
- Omnibus certification as to authenticity and veracity of all documents submitted
- Letter of willingness to be assigned anywhere in the Division

3. Deadline for submission of application documents will be on August 13, 2019. Queries relative to this can be relayed to Guia Ma. G. Villahermosa at 09177067745.

4. The schedule of screening and interview will be announced later.

Copy furnished:
- Records Unit
- Personnel Unit

TO BE POSTED IN THE WEBSITE