



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes St., Kalibo, Aklan



July 15, 2019

DIVISION MEMORANDUM

No. 212, s. 2019

SUBMISSION OF APPLICATION LETTER AND SUPPORTING DOCUMENTS FOR RANKING TO TEACHING AND RELATED TEACHING POSITIONS IN THE DIVISION OF AKLAN, SY 2019-2020

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary/Integrated Schools
All Others Concerned

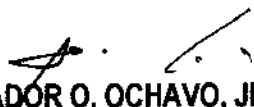

1. This is to announce to the field that this office is accepting application letters and supporting documents for the following positions:
 - a. School Principal I, II, and III;
 - b. Head Teacher I, II, and III; and
 - c. Master Teacher I and II
2. All interested and qualified applicants are advised to apply only to the position/s in which they are qualified.
3. The deadline of submission will be on **August 16, 2019, 5:00 P.M.** at the Division Office receiving section. No additional documents shall be accepted after the deadline.
4. The division receiving officer shall forward the documents to the Administrative Section, c/o HRM Officer for listing.
5. All interested and qualified applicants are reminded of the following:
 - a. For applicants applying to more than one position and/or level, they should submit complete documents in separate folders for **each position and level** being applied for. The applicant should state in his/her Application Letter the position and level he/she is applying for;
 - b. The documents in the folder should follow the sequence criteria as listed in the corresponding DepEd Order, with proper side labels/tabs, to facilitate the evaluation process. Refer to the issuances shown in the table below for the Qualification Standards (QS), supporting documents to be submitted, and other important information.

Position	Reference
School Principal I, II, and III	DepEd Order No. 42, s. 2007
Head Teacher I, II, and III	DepEd Order No. 42, s. 2007
Master Teacher I and II	MECS Order No. 10, s. 1979

6. This recruitment process upholds the principle of equal employment opportunity for all regardless of gender, religious or political affiliation, minority or cultural extraction or social origin.
7. An **orientation of applicants** to the aforementioned positions will be held on **August 19, 2019, 3:00 P.M.** at the ASJ Hall of DepEd Division Office, Kalibo, Aklan. The schedule of other processes for the different positions will be announced later.

"Muy katuwahayan ag kalipayan sa among mga escuelaan."

8. Enclosed are DepEd Orders, Notes/Explanations on the Criteria (where applicable) and Evaluation Sheets for reference.
9. Immediate and wide dissemination of the contents of this memorandum is highly enjoined.


Dr. SALVADOR O. OCHAVO, JR., CESO VI
Schools Division Superintendent 

Enclosures: As stated
Reference: D.O. 42, s. 2007, MECS Order 10, s. 1979
To be indicated in the Perpetual Index
Under the following subject:

QUALIFICATIONS

SOO/jm

"May katawhayan ag kalipayan sa among mga escuelahan."