



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

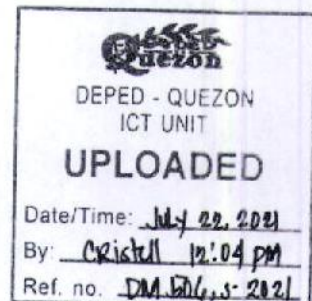
19 July 2021

DIVISION MEMORANDUM

DM No. 506, s. 2021

INVITATION TO APPLY FOR TEACHER-IN-CHARGE (TIC) – ELEMENTARY AND SECONDARY

To: OIC-Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman, Members and TWG
Public Elementary and Secondary School Heads
All Others Concerned



1. In order to address the scarcity of school heads in the elementary and secondary schools in SDO-Quezon, this Office invites interested applicants for Teacher-in-Charge (TIC). Below are the requirements to serve as guide for the applicants, to wit:
 - **Education:** BEd/BSEd or its equivalent plus 12 MA units in the field administration, supervision, leadership, and management
 - **Eligibility:** RA 1080 (Teacher)
 - **Experience:** Teacher III for 1 year, or Teacher II for at least 2 years; or aggregate of Teacher I, Teacher II and Teacher II I for five (5) years.
 - **Training:** 24 hours of relevant training
2. Considering that the advise of TICs is good for one year, those who are presently designated as TICs must also undergo the process of ranking except when they are no longer interested to serve as TIC after the expiration of their advise.
3. In order to select the most fit applicants for the position, a background investigation may be conducted by the top management.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. The activities and dates for the entire process are as follows:

Date	Activities	Committee/Persons Responsible
July 21, 2021 to August 6, 2021	Submission of pertinent documents to the District Office	Administrative Officers II (AO II), PSDS
August 3, 2021	Orientation of AO II & District Ranking Committee on the evaluation and appreciation of pertinent documents of TIC Applicants (2 batches-AM & PM)	PSB Chair and TWG
August 9, 2021 to August 13, 2021	Evaluation of pertinent documents	District Ranking Committee and Administrative Officers II
August 17-18, 2021	Online Interview of Applicants	Committees will be announced in a separate memorandum
August 19-20, 2021	Preparation of District Ranking	District Ranking Committee & AO II
August 23, 2021	Submission of District Ranking to the Division Sub-Office	AO II In-Charge of Personnel at the Sub-Office
August 25-27, 2021	Division Validation of District Ranking to be conducted at the Sub-Office and Finalization of District Ranking	Division TWG and AO II at the Sub-Office (Division TWG will be announced in a separate memo)

5. Interested and qualified applicants should signify their interest in writing and submit the following documents properly labeled and following the arrangement specified in DepEd Order No. 42, s. 2007. The folder should be labeled with **Applicant's Name, Position Desired, and Contact Number.**
- Letter of Intent addressed to the Schools Division Superintendent
 - Personal Data Sheet with Picture

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- c. Performance Rating (3 Consecutive Years)
 - d. Experience (Service Record or Certificate of Employment)
 - e. Outstanding Accomplishment (if any)
 - **Outstanding Employee Awards**
(The award must be a result of a search conducted by the Search Committee whether public or private)
 - **Innovations**
(Innovations must be properly documented and duly certified by the head of office/approving authority where it was adopted, implemented, started and conceptualized).
 - **Research**
(with letter request to conduct action research, approved research proposal, research report, accomplishment report)
 - **Publication**
(With copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles).
 - **Consultant/Resource Speakership in Trainings and Seminars**
For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the open ranking.
 - f. Education and Training
 - Latest Transcript of Records
 - Certificates of Trainings attended
 - g. Certificate/Proof of Eligibility (Photocopy of PRC License)
6. The Department of Education – SDO Quezon strictly adheres to the “Equal Opportunity Principle” (EOP) on Human Resource Management and Development. All qualified applicants are encouraged to apply regardless of gender, civil status, disability, ethnicity, religion or political affiliation.

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7. The committees that will conduct the Online Interview of Applicants and Validation of District Ranking will be issued in a separate division memorandum
8. Posting and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

asds/07/19/2021

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