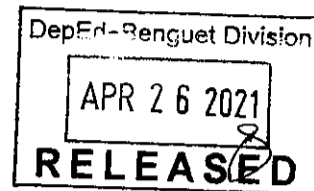




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM

NO. 134 S. 2021



TO: District Supervisors/Coordinating Principals
District Guardians (EPS)
School Principals/TICS/School Heads

DATE: April 23, 2021

SUBJECT: RE: PUBLICATION AND ASSESSMENT OF HEAD TEACHER POSITIONS AND TICS
IN THE ELEMENTARY AND SECONDARY LEVELS

1. Pursuant to the Merit Selection Plan of the Department of Education, selection of employees shall be anchored on the principles of merit, competence, fitness and equality. It shall be opened to all who are qualified, regardless of civil status, sex, the differently abled, religion, ethnicity or political affiliation.
2. For the guidance of all concerned, a reminder on publication/posting of vacant Head Teacher positions and assessment of qualified applicants shall still be done at the Districts for Elementary and in the schools for Secondary for which competent members to compose the Committee can be created. PSDSs may provide TA to the Secondary Schools. Said publication should pass through the SDO-Personnel Section/HRMPSB Secretariat.
3. The Comparative Assessment Results (CAR) and detailed minutes of deliberation shall be submitted for review by the SDO-HRMPSB before endorsing for approval by the Schools Division Superintendent.
4. The enclosures to DepEd Order No. 39, s. 2007 which provides for the Qualification Standards of the position and DepEd Order No. 42, s. 2007 respectively which provides for the guidelines are still in force. Further, to become a TEACHER IN CHARGE, one must have at least (3) years teaching experience and have undergone

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Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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the screening process (item 4 of D. O. No. 42, s. 2007), hence, **no new** designation for TIC will be issued by this Office to a teacher who is not included in the assessment for TIC except for those who passed the Principal's Test.

5. Immediate dissemination of this Memo to all concerned is enjoined.

GLORIA B. BUYA-AO
Schools Division Superintendent

Osd/s/personnel/hrmo

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