



January 30, 2014

DIVISION MEMORANDUM

No. 01, s. 2014

CONDUCT OF RANKING FOR ELEMENTARY SCHOOL PRINCIPAL I

To: ELEMENTARY SCHOOL HEAD TEACHERS
ELEMENTARY SCHOOL MASTER TEACHERS
TEACHERS
This Division

1. This Office announces the conduct of ranking for qualified applicants for Elementary School Principal I, this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on the Selection, Promotion and Designation of School Heads"
3. To following are qualifications for Elementary School Principal I:
 - a. Education:
Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 Professional Education + 6 units of Management
 - b. Experience:
HT for 1 year, or Teacher-In-Charge for 2 years; or MT for 2 years; or Teacher for 5 years
 - c. Training
Basic Training Course for School Heads certified by the national Educators Academy of the Philippines (NEAP)
40 hours of relevant training
 - d. Eligibility
PBET/LET/RA 1080 (Teacher)
National Qualifying Examination for Principals (NQEP)
4. Interested and qualified applicants shall submit one folder of photocopied documents to this Office, Attention: Mr. Mario T. Arroyo, Administrative Assistant II **on or before February 7, 2014**, as follows:
 - a. Letter of Intent;
 - b. Accomplished Form 212 with 2x2 ID picture;
 - c. Performance Rating for the last three years;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. All available and eligible documents as stipulated in DepEd Order No. 42, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants shall bring the original copies of the documents they have submitted for the actual ranking process on **February 13, 2014, 10:30a.m. – 5:00 p.m.**
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Division Superintendent

CLL/jgv

To be indicated in the Perpetual Index
under the following subjects:

SELECTION

PROMOTION

SCHOOL HEADS