



June 4, 2014

DIVISION MEMORANDUM

No. 126 s. 2014

**CONDUCT OF SELECTION FOR ELEMENTARY SCHOOL HEAD TEACHER I,  
HEAD TEACHER II AND HEAD TEACHER III**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ IN-CHARGE  
ELEMENTARY SCHOOL HEADS  
This Division

1. This Office announces the Conduct of Selection for Qualified Applicants for Elementary School Head Teacher I, Head Teacher II and Head Teacher III.

2. The screening process 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. The following are the basic qualifications per DepEd Order No. 39, s. 2007:

| Position Title   | Education  | Experience  | Training                      | Eligibility       |
|------------------|--|---|-------------------------------|-------------------|
| Head Teacher I   | BEED or Bachelor's Degree with 18 professional education units | TIC for 1 year; or Teacher for 3 years                  | 24 hours of relevant training | RA 1080 (Teacher) |
| Head Teacher II  | BEED or Bachelor's Degree with 18 professional education units | HT for 1 year; TIC for 1 year; or Teacher for 4 years   | 24 hours of relevant training | RA 1080 (Teacher) |
| Head Teacher III | BEED or Bachelor's Degree with 18 professional education units | HT for 2 years; TIC for 2 years; or Teacher for 5 years | 24 hours of relevant training | RA 1080 (Teacher) |

4. Interested and qualified applicants shall submit one folder of photocopied documents to the receiving section of this Office, Attention: Ms. Jean G. Veloso, OIC-Assistant Schools Division Superintendent **on or before June 20, 2014**, as follows:

- Letter of Intent;
- Accomplished Form 212 with 2x2 ID picture;
- Performance Rating for the last three rating periods/ three semesters;
- Updated copy of service record;
- Transcript of records;
- Certificate of registration/ license;
- All available and eligible documents as stipulated in DepEd Order No. 42, s. 2007; and
- Omnibus certification of authenticity and veracity of all documents submitted.

5. Additional documents submitted after June 20, 2014 shall never be accepted nor be given points during the actual screening process.
6. Applicants shall bring the original copies of the documents they have submitted for the actual screening process in the Office of the OIC-ASDS on the following schedule:
  - **June 17, 2014 at 8:30 am** – Screening for Elementary School **Head Teacher I**
  - **June 18, 2014 at 8:30 am** - Screening for Elementary School **Head Teacher II**
  - **June 19, 2014 at 8:30 am** - Screening for Elementary School **Head Teacher III**
7. Only the applicants who can attend the actual screening process on the above schedule shall be included in the rank list.
8. 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