



November 17, 2014

**DIVISION MEMORANDUM**

No. 278 s. 2014

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

**TO : SCHOOL HEADS**  
**Public Secondary School**  
 This Division

1. This Office announces the ranking of qualified applicants for promotion to Secondary **Head Teacher I, II & III**, this Division

Position	Department/Major	School
Head Teacher I – SG 14	English	Baliwagan National High School
Head Teacher I – SG 14	Science	Baliwagan National High School
Head Teacher II – SG 15	Mathematics	Lugait National High School
Head Teacher III – SG 16	Science	Initao National Comprehensive High School
Head Teacher III – SG 16	T L E	Kinoguitan National Agricultural High School
Head Teacher III – SG 16	Filipino	Tagoloan National High School
Head Teacher III – SG 16	M A P E H	Medina National Comprehensive High School

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 42, s. 2007, otherwise known as “The Revised Guidelines on Selection, Promotion and Designation of School Heads.”
3. The Qualification Standards of 2007 Manual shall be used:

Position	Education	Experience	Training	Eligibility
Head Teacher I	Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hrs. of relevant training	RA 1080 (Teacher)
Head Teacher II	Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	Head Teacher for 1 year; or Teacher for 4 years	24 hrs. of relevant training	RA 1080 (Teacher)
Head Teacher III	Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 year; or Teacher for 5 years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Assignment shall be station specific and shall act as Department Head. Hence, applicant to the position of Head Teacher position shall indicate their major as reflected in their Transcript of Records. Further, indicate the name of the school where you intend to apply.

5. Interested applicants shall submit one folder of photocopied documents on or before December 1, 2014 together with the application letter addresses to the Schools Division Superintendent.
  - a. Application letter;
  - b. Accomplished Form 212 with 2"x2" picture;
  - c. Performance rating for the last three rating periods;
  - d. Updated copy of service record;
  - e. Transcript of records;
  - f. Certificate of registration/ license;
  - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 42, s. 2007; and
  - h. Omnibus certification of authenticity and veracity of all documents submitted.

6. The selection process shall abide with the following timeline :

- a. November 18- Posting of the Announcement for the selection process of the  
December 1 Division Office and schools concern
- b. December 2 Listing of all interested applicants who submitted their documents  
in the identified schools
- c. December 3-4 Preliminary evaluation of the qualified applicants preparation of  
selection line-up following using the prescribed format
- d. December 5 Posting of the selection line-up in three (3) conspicuous places in  
the identified secondary schools  
Notification of the applicants of the outcome of the preliminary  
evaluation
- e. December 9 Submission of the selection line-up to the Division PSB for  
deliberation en banc
- f. December 10-11 Further assessment (written exam, skill test, interview) of the  
applicants in the selection line-up by the Division PSB. **Bring the  
original documents during the interview.**

6. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **JEAN G. VELOSO**  
OIC-ASDS

Members : Head of School where the vacancy exist

**MARIO T. ARROYO**  
HRM Designate

**MANOLITO V. SALE**  
MOPSTEA President

**BERNADETTE P. SAMACO**  
Administrative Officer V

**ERLINDA G. DAEL**  
CID Chief Designate

Secretariat: **CLARIBEL A. RODRIGUEZ**  
Administrative Assistant III

7. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

CLL/jgv  
To be indicated in the Perpetual Index  
Under the following subjects:

PERSONNEL

SELECTION

SCHOOLS