



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM
NO. 023 S. 2022

January 5, 2022

TO : SECONDARY SCHOOL TEACHERS
This Division

FROM: JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: RANKING FOR PROMOTION TO SECONDARY HEAD TEACHER III
IN ENGLISH, ARLING PANLIPUNAN AND MATHEMATICS FOR
MEDINA NATIONAL COMPREHENSIVE HIGH SCHOOL

1. This Office announces the ranking of qualified applicants for promotion to Secondary Head Teacher III vacant positions in English, Araling Panlipunan and Mathematics for Medina National Comprehensive High School 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 Selection, Promotion and Designation of School Head.
3. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Head Teacher III- SG 16- Item No.660294-1998;660462-1998;660463-1998	Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; Teacher -In-charge for 2 years -or Teacher for 5 years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Interested applicants shall submit one folder of photocopied documents on or before January 26, 2022 together with the application letter addresses to **JONATHAN S. DELA PEÑA**, Schools Division Superintendent, as follows:
 - 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.

5. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel/participate** in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum.

7. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the office of the Assistant Schools Division Superintendent on a schedule which shall be announced later.

8. For the entire duration of the activity, all the applicants shall adhere DepEd Order No.29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

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

Chairman : **NIMFA R. LAGO, PhD. CESO VI**
Asst. Schools Division Superintendent

Members : **INGRID C. HEBRON**
AO V

MELANIE C. ESTENZO
AO IV

ABDON R. BACAYANA
DAPSSHI President

MARIA ASUNCION G. RAFOLS
MOPSTEA President

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

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


JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

JSD/clr