



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

January 12, 2024

DIVISION MEMORANDUM

No. 29 s. 2024

**TO :** ALL QUALIFIED APPLICANTS  
This Division

**SUBJECT:** RANKING FOR SECONDARY SCHOOL PRINCIPAL IV

1. This Office announces the ranking of qualified applicants for promotion to **SECONDARY SCHOOL PRINCIPAL IV**, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 007, s. 2023, otherwise known as “Guidelines on Recruitment, Selection, and Appointment in the Department of Education.”
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Secondary School Principal IV SG-22 Item No.660283-2010	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before January 29, 2024 to **EDILBERTO L. OPLENARIA**, Schools Division Superintendent, as follows:
  - a. Application letter;
  - b. Accomplished Form 212 with 2x2 picture;
  - c. One year (1) Latest Performance Rating ;
  - d. Updated copy of service record;
  - e. Transcript of records;(Not certification from the registrar)
  - f. Certificate of registration/ Renewed PRC license;
  - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 007, s. 2023; and
  - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Training beyond five (5) years from the date of announcement will not be given points. Moreover, the cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum.
6. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

7. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the Assistant Schools Division Superintendent on a schedule date which will 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. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

10. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

Chairman : **ERLINDA G. DAEL, PhD, CESE**  
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**  
SGOD Chief

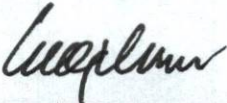
**JANICE LOURDES S. RESURRECCION**  
AO V

**MELANIE C. ESTENZO**  
HRMO/AO IV

**MARIA ASUNCION G. RAFOLS**  
Education Program Supervisor  
MOPSTEA President

Secretariat: **CLARIBEL L. RODRIGUEZ**  
**BETTY P. SALIRING**

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

  
**EDILBERTO L. OPLENARIA, EdD., CESO V**  
Schools Division Superintendent