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

February 20, 2024

DIVISION MEMORANDUM

No. 101 s. 2024

TO : **ALL QUALIFIED APPLICANTS**
This Division

SUBJECT: RANKING FOR ELEMENTARY HEAD TEACHER III, HEAD TEACHER II AND HEAD TEACHER I

1. This Office announces the ranking of qualified applicants for promotion to Elementary Head Teacher III, Head Teacher II and Head Teacher I, 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
Head Teacher III- SG-16 Item No.660429- 1998;660007- 2002;660414- 1998;660420- 1998;660576- 1998;660014- 2016;660561- 1998;660425-1998	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 Professional Education units	Head Teacher for 2 years; Or Teacher In-Charge for 2 years; Or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher II - SG 15 Item No.660144- 1998;660138-1998	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 Professional Education units	Head Teacher for 1 year; Teacher-In- Charge for 1 year or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher I - SG 14 Item No.660065- 2011;660058- 2011;660019- 2009;660054- 2011;660014- 2009;660018- 2009;660052- 2011;660055-2011	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 Professional Education units	Teacher -In- Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before March 1, 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 scheduled date which will be announced later.

8. For the entire duration of the activity, this Office adheres to DepEd Order No.29 s. 2002 known as "Merit Selection Plan of the Department of Education" and strict implementation of Equal Employment Opportunity Principle (EEO) that is regardless of age, sex, sexual orientation gender identity, civil status, disability, religion, ethnicity, and political affiliation among others
others.

9. Only the qualified applicants who can submit the documents on time shall be included in the selection line-up, who shall also join the interview/deliberation.

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

Chairman : **MARY ANN M. ALLERA**
Asst. Schools Division Superintendent

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

JANICE LOURDES S. RESURRECCION
AO V

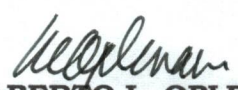
MELANIE C. ESTENZO
HRMO/AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

REYNALDO V. MAGAN
PESPA President

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

11. Immediate dissemination of this Memorandum is enjoined.


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