



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City



DIVISION MEMORANDUM

March 1, 2019

No. 116 s. 2019

TO : ~~ALL APPLICANTS~~
This Division

FROM: ~~RANDOLP B. TORTOLA~~
Schools Division Superintendent

SUBJECT: SELECTION FOR SECONDARY SCHOOL PRINCIPAL II

1. This Office announces the selection of qualified applicants for promotion to Secondary School Principal II, this Division.
2. The selection 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 following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
School Principal II	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 Professional Education units, plus 6 units of Management	1 year as Secondary School Principal I	40 hours of relevant training	PBET/LET/RA 1080(Teacher)

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before March 12, 2019 to Randolph B. Tortola, Schools Division Superintendent as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2x2 picture;
 - c. Performance rating for the last three years;
 - 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, articles 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 and other pertinent documents for the said selection shall be on or 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 will be announced later.

8. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

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

Chairman :	ROWENA H. PARA-ON ASDS	RUDY O. MAGDUGO SGOD Chief
Members :	ERLINDA G. DAEL CID Chief	MARIO T. ARROYO ADAS II Member
	RHODORA L. GALLARES Education Program Supervisor OIC AO V	REYNALDO G. CABILLAN DAPSHHI President
	MARIA ASUNCION G. RAFOLS MOPSTEA President	MELANIE C. ESTENZO AO IV
Secretariat:	CLARIBEL A. RODRIGUEZ Administrative Assistant III	

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


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/clr