



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



March 1, 2019

DIVISION MEMORANDUM  
 No. 117 s. 2019

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

FROM: **RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

**SUBJECT: SELECTION FOR SECONDARY SCHOOL PRINCIPAL I**

1. This Office announces the selection of qualified applicants for promotion to Secondary School Principal I, 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. All interested applicants to School Principal I position must have:
  - 3.1 Passed the National Qualifying Examination for Principals (NQEP)
  - 3.2 Completed the Basic Training Course for School Heads as certified by the National Educators Academy of the Philippines.
4. The committee shall only accept documents of applicants when items 3.1 and 3.2 have been satisfied.
5. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
School Principal I	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 Professional Education units	Head Teacher for 1 year; Or Teacher In-Charge for 2 years; Or Master Teacher for 2 years; Or Teacher for 5 years	40 hours of relevant training	PBET/LET/RA 1080(Teacher)

6. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before March 12, 2019 together with the application letter addresses 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.

7. 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.

8. 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.

9. 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 date which will be announced later.

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

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

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

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

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

RBT/clr