



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**  
No. 545 s. 2018

September 21, 2018

**TO :** ALL APPLICANTS  
This Division

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

**SUBJECT: RANKING FOR ASSISTANT SCHOOL PRINCIPAL II FOR SENIOR HIGH SCHOOL**

1. This Office announces the ranking of qualified applicants for promotion to Assistant School Principal II for Senior High School, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 3, s. 2016 and 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 Assistant School Principal II position must possess the following:
  1. Passed the National Qualifying Examination for Principals (NQEP)
  2. Completed the Basic Training Course for School Heads as certified by the National Educators Academy of the Philippines.

The committee shall only accept documents of applicants when items 3.1 and 3.2 have been satisfied. Please bring the original copies for validation purposes.

4. The following qualification standards shall be considered:

**Education:**

Bachelor's Degree in Education or its equivalent w/ a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education.

**Experience:**

2 years of relevant experience.

**Training:**

8 hours of relevant training

**Eligibility:**


PBET/LET/ RA 1080 (Teacher)

5. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before October 12, 2018 to the 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. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on a schedule which will be announced later.

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

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

RBT/clr