



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



September 21, 2018

**DIVISION MEMORANDUM**

No. 546 s. 2018

**CONDUCT OF SELECTION FOR SECONDARY SCHOOL HEAD TEACHER V IN  
FILIPINO AND TLE**

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

1. This Office announces the ranking of qualified applicants for promotion to Secondary **Head Teacher V** at Laguindingan National High School for Filipino Department and Opol National Secondary Technical School for TLE Department.
2. The screening process 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 are the basic qualifications for Head Teacher V Position:

Position	Education	Experience	Training	Eligibility
Head Teacher V- SG 18	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; or Master Teacher for 3 years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Assignment of HT V is station specific and shall act as Department Head. Hence, applicant to the position shall indicate his/her subject specialization as reflected in the Transcript of Records.

5. Interested applicants may submit a folder of photocopied documents on or before October 12, 2018 to the Schools Division Superintendent as follows.

1. Application letter;
2. Accomplished Form 212 with 2"x2" picture;
3. Performance rating for the last three rating periods;
4. Updated copy of service record;
5. Transcript of records;
6. Certificate of registration/ license;
7. all available and eligible pertinent documents as stipulated in DepEd Order No. 42, s. 2007; and
8. Omnibus certification of authenticity and veracity of all documents submitted.

6. 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, article 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.

7. 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.

8. 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 July 13, 2018.

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

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

Chairman : **ROWENA H. PARA-ON**  
ASDS

Members : **BERNADETTE P. SAMACO**  
Administrative Officer V

**MARIA ASUNCION G. RAFOLS**  
MOPSTEA President

**ERLINDA G. DAEL**  
CID Chief

**RUDY O. MAGDUGO**  
SGOD Chief

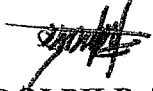
**MARIO T. ARROYO**  
HRM Designate

**REYNALDO S. CABILLAN**  
DAPSSHI President

**MELANIE C. ESTENZO**  
Administrative Officer IV

Secretariat: **CLARIBEL A. RODRIGUEZ**  
Administrative Assistant III

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

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent