



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



June 7, 2019

TO : **SCHOOLS DISTRICT SUPERVISORS**
 This Division

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

**SUBJECT: RANKING FOR ELEMENTARY HEAD TEACHER I
 (RECLASSIFICATION)**

1. This Office announces the ranking of qualified applicants for promotion to Elementary Head Teacher I (Reclassification), this Division.
2. The ranking 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
Head Teacher I – SG 14	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 one folder of photocopied documents on or before June 18, 2019 together with the application letter addresses to the Schools Division Superintendent as follows

- a. Application letter;
- b. Accomplished Form 212 with 2"x2" picture;
- c. Performance rating for the last three rating periods;
- 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.

[Handwritten signature]

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, 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.

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 July 4, 2019.

10. The Schools District Supervisors are requested to submit the folders of all district HT applicants to the Division Office. It is reiterated that only **TOP** performing TICs/SICs/Teachers shall be recommended for HT position.

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

Chairman : **ROWENA H. PARA-ON**
Asst. Schools Division Superintendent

Members : **RHODORA L. GALLARES** **MA. ASUNCION G. RAFOLS**
EPSVR OIC- AO V MOPSTEA President

ERLINDA G. DAEL **RUDY O. MAGDUGO**
CID Chief SGOD Chief

MARIO T. ARROYO **MELANIE C. ESTENZO**
HRM Designate AO IV

LYNNETH R. ABROGUEÑA
PESPA President

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

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


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/clr