



January 21, 2015

DIVISION MEMORANDUM

No. 20 s. 2014

**CONDUCT OF SELECTION FOR ELEMENTARY SCHOOL HEAD TEACHER I,  
HEAD TEACHER II AND HEAD TEACHER III**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ IN-CHARGE  
ELEMENTARY SCHOOL HEADS  
This Division

1. This Office announces the Conduct of Selection for Qualified Applicants for Elementary School Head Teacher I, Head Teacher II and Head Teacher III.
2. The screening process shall abide with the guidelines stipulated in DepEd Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on the Selection, Promotion and Designation of School Heads"
3. The following are the basic qualifications per DepEd Order No. 39, s. 2007:

Position Title	Education	Experience	Training	Eligibility
Head Teacher I	BEED or Bachelor's Degree with 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	BEED or Bachelor's Degree with 18 professional education units	HT for 1 year; TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	BEED or Bachelor's Degree with 18 professional education units	HT for 2 years; TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

4. Interested and qualified applicants shall submit one folder of photocopied documents to the receiving section of the Office of the Schools Division Superintendent **on or before February 6, 2015**, as follows:
  - a. Letter of Intent;
  - b. Accomplished Form 212 with 2x2 ID picture;
  - c. Performance Rating for the last three rating periods/ three semesters;
  - d. Updated copy of service record;
  - e. Transcript of records;
  - f. Certificate of registration/ license;
  - g. All available and eligible 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 a the said national/ international training in order for the points of such document to be credited to their rating.

6. Additional documents submitted after February 6, 2015 shall never be accepted nor be given points during the actual screening process.

7. Applicants shall bring the original copies of the documents they have submitted for the interview/ deliberation at the Office of the OIC-ASDS on the following schedule:

- **February 11, 2015 at 8:30 am** - Elementary School **Head Teacher III**
- **February 23, 2015 at 8:30 am** - Elementary School **Head Teacher II**
- **February 24, 2015 at 8:30 am** - Elementary School **Head Teacher I**

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

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

Chairman : **JEAN G. VELOSO**  
OIC-ASDS

Members : **BERNADETTE P. SAMACO** **ERLINDA G. DAEL**  
Administrative Officer V CID Chief Designate

**LYNNETH R. ABROGUENA, Ph.D.**  
DESPA President

*Rudy Magdugo*  
*SOGD Chief Designate*

**MARIO T. ARROYO**  
HRM Designate

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

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

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent *ju*

CLL/jgv

To be indicated in the Perpetual Index  
under the following subjects:

SELECTION

PROMOTION

SCHOOL HEADS