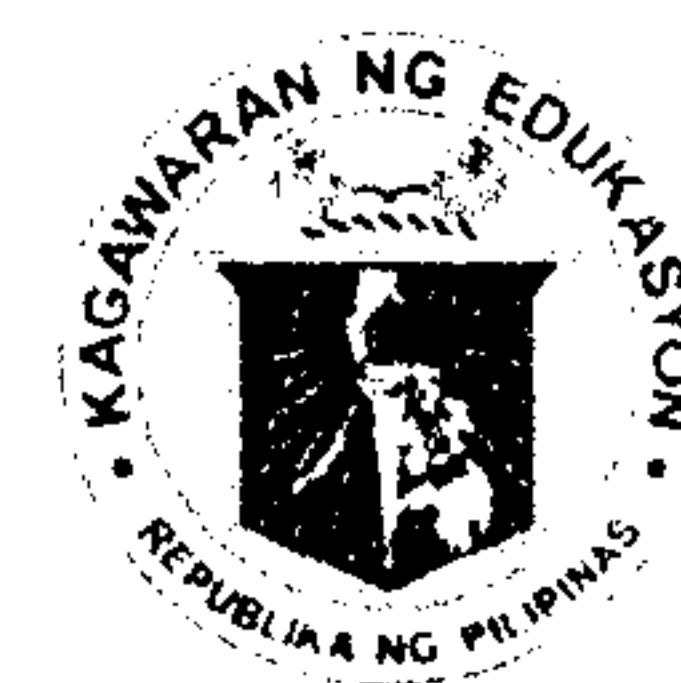




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
 Del Pilar-Velez St., Cagayan de Oro City
 (08822)724615, (088)8564454/ Fax (088)8564524
 www.depedmisor.net



February 22, 2016

DIVISION MEMORANDUM

No. 31 s. 2016

CONDUCT OF SELECTION FOR SECONDARY SCHOOL HEAD TEACHER I

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

1. This Office announces the Conduct of Selection for Qualified Applicants for Secondary School Head Teacher I for the following stations:

- Lourdes Alubijid National High School
- Aposkahoy National High School
- Bagocboc National High School
- Dampias National High School
- Danao National High School
- Inobulan National High School
- Kalacapan National High School
- Malagana National High School
- Mandahilag National High School
- Patrocino National High School
- Rizal National High School
- Tambobong-Balacana National High School

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 for Head Teacher Positions:

Position Title	Education	Experience	Training	Eligibility
Head Teacher I	BSED or Bachelor's Degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

4. Interested and qualified applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before **March 17, 2016**, 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 said national/ international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points.

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. Additional documents submitted after March 17, 2016 shall never be accepted nor be given points during the actual screening process.

8. Applicants shall bring the original copies of the documents they have submitted for the interview/ deliberation at the Office of the ASDS on **March 22, 2016 at 8:30 a.m.**

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

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

Chairman : **JEAN G. VELOSO**
Acting ASDS

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

REYNALDO S. CABILLAN
DAPSSHI President

ERLINDA G. DAEL
CID Chief

RUDY O. MAGDUGO
SGOD Chief

MARIO T. ARROYO
HRM Designate

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

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

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

CLL/jgv
To be indicated in the Perpetual Index
under the following subjects:
SELECTION

PROMOTION

SCHOOL HEADS