



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



May 5, 2016

DIVISION MEMORANDUM

No. 170 s. 2016

ANNOUNCEMENT OF ASSISTANT PRINCIPAL II POSITIONS FOR SENIOR HIGH SCHOOL

To: EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS
ALL OTHER CONCERNED
This Division

1. The Department of Education, through the Office of the Assistant Secretary for Governance and Operations issued a Memorandum dated April 22, 2016 entitled Allocation of Teaching-Related and Non-Teaching Positions for Senior High School for SY 2016-2017. While waiting for the issuance of NOSCAs, the said Memorandum instructs the field to commence the evaluation of documents submitted by the applicants and strictly comply to the guidelines set forth in DepEd Order No. 19, s. 2016 and DepEd Order Nos 42 and 66 s. 2007.
2. With the above premise, this Office announces the vacancy for Assistant Principal II Position for School Year 2016-2017 with the following functions:

Assistant SHS Principal for Academics

- a. Implementation of all academic programs of the school;
- b. Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects;
- c. Make integrated recommendations regarding class assignment of teachers, loading and class programs to the Principals;
- d. Coaches and mentors the teaching staff of the school;
- e. Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and
- f. Reports to the Principal/School Head.

Assistant SHS Principal Operations and Learner Support

- a. Supports the Principal or School Head in the administrative supervision and implementation of all learner support programs of the school;
- b. Manages the systems, processes and people involved in the delivery of support services to the staff and learners;
- c. Coaches and monitors the non-teaching staff of the school;

- d. Creates and implements the strategy the continuous improvement of the school's systems, and delivery of learner support services;
- e. Act as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal of School Head; and
- f. Reports to the Principal/School Head.

g. The following are the basic qualifications for the identified vacant position:

Position	Education	Experience	Training	Eligibility
Assistant Secondary School Principal II (Senior High School) SG 19	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	At least one (2) years relevant experience	8 hours relevant training	RA 1080 (Teacher)

3. Interested and qualified applicants shall submit their documents to the receiving section of the Office addressed to the Schools Division Superintendent on **May 23, 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.

4. A 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.

5. For a published article to be given due points, this Office requires the author to support it with his/her 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 the original copies of the documents they have submitted for the interview/ deliberation at the Office of the Assistant Schools Division Superintendent on a schedule which will be announced later.

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

9. The Personnel Selection Board (PSB) who shall evaluate the documents of the applicants is composed of the following:

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

Members : **BERNADETTE P. SAMACO** **REYNALDO S. CABILLAN**
Administrative Officer V DAPSSHI President

ERLINDA G. DAEL
CID Chief

RUDY O. MAGDUGO
SGOD Chief

MARIO T. ARROYO
HRM Designate

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

10. 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