



September 15, 2016

DIVISION MEMORANDUM  
 No. 418 s. 2016

**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 for Head Teacher Positions:

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. Applicants whose names are in the January 2016 selection line-up need not submit a new set of documents nor join the interview and written test. They may just update their application by submitting to the receiving section of this Office new documents not included in their previous folder on or before **October 7, 2016**.
5. New applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on **October 7, 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.

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, articles 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. New 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.

9. Only the qualified new 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 :	<b>JEAN G. VELOSO</b> Acting ASDS	
Members :	<b>BERNADETTE P. SAMACO</b> Administrative Officer V	<b>LYNNETH R. ABROGUENA</b> PESPA President
	<b>ERLINDA G. DAEL</b> CID Chief	<b>RUDY O. MAGDUGO</b> SGOD Chief
	<b>MARIO T. ARROYO</b> HRM Designate	
Secretariat:	<b>CLARIBEL A. RODRIGUEZ</b> 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