



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



December 21, 2015

DIVISION MEMORANDUM
No. 459 s. 2015

**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)

1. Applicants whose names are in the 2015 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 new documents not included in their previous folder on or before **January 18, 2016**.

2. New applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on **January 18, 2016**, as follows:

- Letter of Intent;
- Accomplished Form 212 with 2x2 ID picture;
- Performance Rating for the last three rating periods/ three semesters;
- Updated copy of service record;
- 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.

3. 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.

4. 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.

5. Additional documents submitted after January 18, 2016 shall never be accepted nor be given points during the actual screening process.

6. New 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:

- **January 20, 2016 at 1:30 pm** - Elementary School Head Teacher III
- **January 21, 2016 at 8:30 am** – Elementary School Head Teacher II
- **January 21, 2016 at 1:30 pm** - Elementary School Head Teacher I

7. Only the qualified new 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 Acting ASDS	
Members :	BERNADETTE P. SAMACO Administrative Officer V	LYNNETH R. ABROGUENA PESPA President
	ERLINDA G. DAEL CID Chief	RUDY O. MAGDUGO SGOD Chief
	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

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

SELECTION

PROMOTION

SCHOOL HEADS