



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
 Del Pilar-Velez St., Cagayan de Oro City
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September 15, 2016

DIVISION MEMORANDUM
 No. 417 s. 2016

CONDUCT OF SELECTION FOR ELEMENTARY SCHOOL PRINCIPAL I

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

1. This Office announces the Conduct of Selection of Qualified Applicants for Elementary School Principal I (Salary Grade 19), this Division.
2. Per DepEd Order No. 97, s. 2011 and DepEd Order No. 42, s. 2007, applicants to Principal I Position must have the following basic requirements:
 - a. Certificate of Eligibility for Passing of the National Qualifying Examination for Principals, and
 - b. Certificate of participation to School-Based Management Training conducted or certified by the National Educators Academy of the Philippines (NEAP)

3. The following are the basic qualifications for the identified vacant positions::

Position	Education	Experience	Training	Eligibility
Elementary School Principal I	BEED or Bachelor's Degree with 18 professional education units	Head Teacher for 1 year; Teacher-In-Charge (TIC) for 2years; Master Teacher for 2 years; or and Teacher for 5 years	School-Based Management Training Conducted/ Certified by NEAP	RA 1080 (Teacher) National Qualifying Examination for Principals

4. The selection process shall be in accordance with DepEd Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on the Selection, Promotion and Designation of School Heads"
5. 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**.
6. 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.
7. 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.
8. The **cut-off date** of the Certificates of Participation to Training, Consultancy/ Resource Speakership, Action Research, Innovations and other related documents for the said selection shall be on or before the date of the posting of this Division Memorandum.
9. 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.
10. Only the qualified new applicants who can attend the interview/ deliberation shall be included in the selection line-up.

11. 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	

12. 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