



January 5, 2015

DIVISION MEMORANDUM

No. 04, s. 2014

**CONDUCT OF SELECTION FOR ELEMENTARY SCHOOL PRINCIPAL I
 AND SECONDARY SCHOOL PRINCIPAL I**

To: ELEMENTARY AND SECONDARY SCHOOL HEADS
 This Division

1. This Office announces the Conduct of Selection of Qualified Applicants for Elementary School Principal I and Secondary 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. Per Modified Qualification Standards enclosed in DepEd Order Nos. 39 and 42 s. 2007, applicants for these positions must have the following minimum qualifications:

Position	Education	Experience	Training	Eligibility
Elementary School Principal I	BEED or Bachelor's Degree with 18 professional education units	At least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III	School-Based Management Training Conducted/ Certified by NEAP	RA 1080 (Teacher) National Qualifying Examination for Principals
Secondary School Principal I	BSED or Bachelor's Degree with 18 professional education units	At least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III	School-Based Management Training Conducted/ Certified by NEAP	RA 1080 (Teacher) National Qualifying Examination for Principals

4. Interested and qualified applicants shall submit to the this Office one folder of photocopied documents **on or before January 26, 2015**, as follows:
 - a. Letter of Intent;
 - b. Accomplished Form 212 with 2x2 ID picture;
 - c. Performance Rating for the last three rating periods;
January to June 2013
July to December 2013

January to June 2014

- d. Updated copy of service record;
- e. Transcript of records;
- f. Certificate of registration/ license;
- g. All available and eligible documents per DepEd Order No. 42, s. 2007 including those stipulated in the list of minimum qualifications, and;
- h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Applicants are advised to bring their fully-charged laptop during the **further assessment, interview and written/ skills test** on the following schedule at the Office of the OIC-Assistant Schools Division Superintendent:

- **February 3, 2015 at 8:00 a.m. – Elementary School Principal I**
- **February 4, 2015 at 8:00 a.m. – Secondary School Principal I**

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

Chairman : **JEAN G. VELOSO**
OIC-ASDS

Members : **BERNADETTE P. SAMACO** **ERLINDA G. DAEL**
Administrative Officer V CID Chief Designate

LYNNETH R. ABROGUENA, Ph.D. (Elementary)
DESPA President

REYNALDO S. CABILLAN, Ph.D. (Secondary)
DAPSSHI President

MARIO T. ARROYO
HRM Designate

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

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

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

CLL/jgv

To be indicated in the Perpetual Index
under the following subjects:

SELECTION

PROMOTION

SCHOOL HEADS