



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



August 3, 2015

DIVISION MEMORANDUM

No. 246 s. 2015

**CONDUCT OF SELECTION FOR HEAD TEACHER III (ENGLISH) FOR
 LAGUINDINGAN NATIONAL HIGH SCHOOL**

TO : SECONDARY SCHOOL HEADS
 This Division

1. This Office announces the Conduct of Selection for qualified applicants for Secondary Schools **Head Teacher III** for **English for Laguindingan National High School**, this Division
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 qualification per DepEd Order No. 39, s. 2007:

Position	Education	Experience	Training	Eligibility
Head Teacher III	Bachelor’s degree in Secondary Education; or Bachelor’s degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Interested applicants shall submit one folder of photocopied documents through the receiving section of the Office, addressed to the Schools Division Superintendent on or before August 24, 2015, as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2”x2” picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. All available and eligible pertinent documents relevant to the position as stipulated in DepEd Order No. 42, s. 2007;
 - h. Omnibus certification of authenticity and veracity of all documents submitted; and
 - i. Certificate of no pending criminal, civil or administrative case.

5. 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 in order for the points of such documents be credited to the applicants points.
6. Additional documents submitted after August 24, 2015 shall never be accepted nor be given points during the actual process.
7. Applicants shall bring the original copies of the documents they have submitted for the interview/deliberation at the Office of the ASDS on September 26, 2015 at 3:00 p.m.

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

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

Chairman :	JEAN G. VELOSO Assistant Schools Division Superintendent	
Members :	BERNADETTE P. SAMACO Administrative Officer V	REYNALDO S. CABILLAN DAPSCII President
	ERLINDA G. DAEL CID Chief	RUDY O. MAGDUGO SGOD Chief
	ADEFER B. CAÑO School Principal II Head of School where the vacancy exist	MARIO T. ARROYO HRM Designate
Secretariat:	CLARIBEL L. RODRIGUEZ Administrative Assistant VI	CHRISTINE H. CABIASA Administrative Aide VI

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:

PERSONNEL

SELECTION

SCHOOLS