

September 20, 2016

DIVISION MEMORANDUM

No. 425 s. 2014

**CONDUCT OF SELECTION FOR SECONDARY SCHOOL HEAD TEACHER III
HEAD TEACHER V AND HEAD TEACHER VI FOR KIBUNGSOD NHS, KNAHS, MEDINA
NCHS, ONSTS AND MOGCHS**

TO : SCHOOL HEADS
Public Secondary School
This Division

1. This Office announces the ranking of qualified applicants for promotion to Secondary **HeadTeacher** for the following schools.

School	Position	Learning Area
Kibungsod NHS	Head Teacher III-SG 16	For any of the following: English Mathematics
Medina NCHS	Head Teacher III-SG 16	For any of the following: Mathematics Filipino Araling Panlipunan ESP
MOGCHS	Head Teacher VI-SG 19	For any of the following: : : MAPEH TLE ESP (Values)
ONSTS	Head Teacher V	For any of the following: English Science Mathematics

2. The screening process shall abide with the guidelines stipulated in DepED Order No.42, s. 2007, otherwise known as “The Revised Guidelines on Selection, Promotion and Designation of School Heads.”

3. The following are the basic qualifications for Head Teacher Positions:

Position	Education	Experience	Training	Eligibility
Head Teacher III SG 16	Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 year; or Teacher for 5 years	24 hrs. of relevant training	RA 1080 (Teacher)
Head Teacher V SG 18	Bachelor’s degree in Secondary Education; or Bachelor’s degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for four (4) years; or Master Teacher for three (3) years	24 hrs. of relevant training	RA 1080 (Teacher)
Head Teacher VI	Bachelor’s degree in Secondary Education; or Bachelor’s degree w/ 18 professional education units with appropriate field of specialization	Head Teacher 5 years; or Master Teacher for 4 years	24 hrs. of relevant training	RA 1080 (Teacher)

4. Assignment shall be station specific and shall act as Department Head. Hence, applicant to the position of Head Teacher position shall indicate their major as reflected in their Transcript of Records. Further, indicate the name of the school where you intend to apply.
5. Interested applicants shall submit one folder of photocopied documents on or before October 10, 2016 together with the application letter addresses to the Schools Division Superintendent.
 - 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 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. Applicants shall bring 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 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 :	JEAN G. VELOSO Acting ASDS	
Members :	BERNADETTE P. SAMACO Administrative Officer V	REYNALDO G. CABILLAN DAPSHHI President
	ERLINDA G. DAEL CID Chief	RUDY O. MAGDUGO SGOD Chief
	MARIO T. ARROYO HRM Designate	<i>Roofing Member</i>
Secretariat:	CLARIBEL A. RODRIGUEZ 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