



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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www.depedmisor.net



January 5, 2015

DIVISION MEMORANDUM

No. AS, s. 2014

CONDUCT OF SELECTION FOR SECONDARY SCHOOL PRINCIPAL IV

To: SECONDARY SCHOOL PRINCIPALS
This Division

1. This Office announces the Conduct of Selection for Qualified Applicants for Secondary School Principal IV (Salary Grade 22), this Division.
2. Per Modified Qualification StandardS enclosed in DepEd Order No. 39, s. 2007, applicants for Secondary School Principal IV should have the following minimum qualifications:
 - a. Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Professional Education Units + 6 Units of Management
 - b. Experience: 3 years as Principal
 - c. Training: 40 hours of relevant training
 - d. Eligibility: PBET/ LET/ RA 1080 (Teacher)
3. 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 as stipulated in DepEd Order No. 42, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
4. Applicants shall bring the original copies of the documents they have submitted for the **interview and written/ skills test which is scheduled on February 2, 2015 at 9:00 a.m.** at the Office of the OIC- Assistant Schools Division Superintendent.

5. 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

REYNALDO S. CABILLAN, Ph.D.
DAPSSHI President

MARIO T. ARROYO
HRM Designate

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

6. 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