



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City



September 5, 2013

MEMORANDUM TO:

Division Personnel Selection Board (PSB)
Secondary School Principals

FROM: 
CHERRY MAE L. LIMBACO, PhD., CESO IV
Schools Division Superintendent

SUBJECT: **GUIDELINES FOR RANKING OF DEPARTMENT HEAD TEACHERS**

1. Consistent with the principle of transparency in the service, this office reminds the Secondary School Principals that if a vacancy occurs for Department Head Teacher Position in their respective schools, they have to follow DepED Order 42 s 2007 **REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS**
2. The School Personnel Selection Board (Refer to DO # 66, 2007) shall submit to this office the following:
 - a. Copy of the Notice of Vacancy/Call for Ranking indicating the date of posting,
 - b. Complete documents/Folders of **all Head Teacher applicants** with the attached Individual Rating Sheet duly accomplished. Do not indicate the points earned.
3. The Division Personnel Selection Board (PSB) will then commence to evaluate the submitted documents: The PSB is composed of five (5) members, namely:
 - a. Chairman: DR. OLGA C. ALONSABE
 - b. Members: MS. VIRGINIA A. BUANA
MS. BERNADETTE SAMACO
MR. MARIO ARROYO
DR. REYNALDO CABILLIAN – DAPSSHI President
Education Supervisor of Subject Area where vacancy occur
4. The Personnel Selection Board, en banc shall
 - a. Evaluate and deliberate the qualifications of those listed in the selection line-up
 - b. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position
 - c. Conduct further assessment such as written examination, skills tests, interview and others of qualified candidates
 - d. Submit to the appointing authority the short list of five ranking candidates, whether possible, whose overall point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.
5. For guidance and strict compliance.