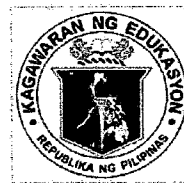




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
 Del Pilar-Velez St., Cagayan de Oro City



July 25, 2017

**TO :** **ELEMENTARY TEACHERS**  
 This Division

**FROM:** **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent

**SUBJECT: RANKING FOR ELEMENTARY HEAD TEACHER I AND HEAD TEACHER II**

1. This Office announces the ranking of qualified applicants for promotion to Elementary Head Teacher II and Head Teacher I, this Division.
2. The ranking 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 qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Head Teacher II - SG 15	Bachelor’s Degree in Elementary Education or Bachelor’s Degree with 18 Professional Education units	Head Teacher for 1 year; Teacher-In-Charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher I – SG 14	Bachelor’s Degree in Elementary Education or Bachelor’s Degree with 18 Professional Education units	Teacher –In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

4. Interested applicants shall submit one folder of photocopied documents on or before August 18, 2017 together with the application letter addresses to the Schools Division Superintendent 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 as stipulated in DepEd Order No. 42, s. 2007; and
  - h. Omnibus certification of authenticity and veracity of all documents submitted.
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 and a **Re-entry Plan** in order for the points of such document be credited to the applicant’s points. Moreover, article 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.

6. 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.

7. 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.

8. Applicants whose names are in the selection line up conducted in November 2016 shall not join the interview anymore. However, they may submit additional documents to upgrade their rating.

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

**MA. ASUNCION G. RAFOLS**  
MOPSTEA President

**ERLINDA G. DAEL**  
CID Chief

**RUDY O. MAGDUGO**  
SGOD Chief

**MARIO T. ARROYO**  
HRM Designate

**LYNNETH R. ABROGUEÑA**  
PESPA President

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

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

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

CLL/clr