



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

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DepEd-MALAYBALAY CITY DIVISION

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July 07, 2014

DIVISION MEMORANDUM

No. 202 s. 2014

TO : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, Jr.
Schools Division Superintendent

SUBJECT: SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS
FOR ELEMENTARY SCHOOL PRINCIPAL I POSITION

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Elementary School Principal I Position is now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 39, s. 2007 and DepED Order No. 85, s. 2003 to wit:

Education : Bachelor's degree in Elementary Education; or
Bachelor's degree with 18 professional education units
Experience : Head Teacher (HT) for 1 year; or Teacher-In-Charge
(TIC) for 2 years; or Master Teacher (MT) for 2 years; or
Teacher for 5 years.
Training : 40 hours of relevant training
Eligibility : RA 1080 (Teacher)

2. As embodied in paragraph 3 of DepED Order No. 39, s. 2007 which states that *“Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship Test for aspirants to Principal I positions.”*
3. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
 - CSC Form 212 (3 copies in black and in handwritten);
 - Transcript of Records;
 - Eligibility – PRC Rating and unexpired License;
 - Performance Rating for the last three (3) years:
 - 1st and 2nd Semester SY 2013-2014;
 - 1st and 2nd Semester SY 2012-2013;
 - 1st and 2nd Semester SY 2011-2012
 - Updated Service Records;
 - Certificate/s of Outstanding/Meritorious Accomplishment;
 - Outstanding Employee Award;
 - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - Research and Development Projects;
 - Publication/Authorship;
 - Consultancy/Resource Speakership;
 - Education and Training
 - Certificates of trainings attended not credited during the last promotion;
 - Chairmanship/Co-chairmanship of a technical/planning committee.
4. All documents submitted shall be duly authenticated by the Administrative Officer V, Jutchel L. Nayra, DPA. Deadline for submission of application is on or before July 1~~8~~ 2014. For inquiry, please see Mrs. Novem A. Sescon, HRMO/Administrative Officer II.
5. The schedule of screening and interview will be announced later.
6. Immediate and wide dissemination of this memorandum is desired.