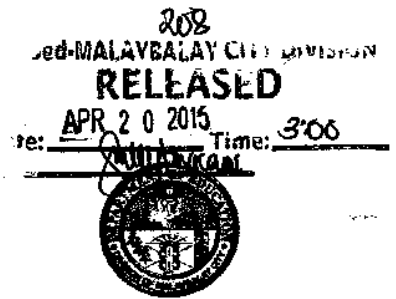




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax # 088-81-2894, E-mail add: depedmlyblycity@yahoo.com



April 17, 2015

DIVISION MEMORANDUM

No. 127 s. 2015

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

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

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

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Secondary 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. 42, s. 2007 and DepED Order No. 85, s. 2003 to wit:

Education : Bachelor's degree in Secondary Education; or
Bachelor's degree with 18 professional education units
Experience : At least five (5) years in the aggregate as Head Teacher,
Teacher-In-Charge, Master Teacher and Teacher III (per
DepED Order No. 42, s. 2007)
Training : 40 hours of relevant training
Eligibility : RA 1080 (Teacher)

2. As embodied in DepED Order No. 42, s. 2007 which states that "*Applicants to Principal I Position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III*".

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 2014-2015;
 - 1st and 2nd Semester SY 2013-2014;
 - 1st and 2nd Semester SY 2012-2013
 - 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 April 24, 2015. For inquiry, please see Guia Ma. G. Gamutin Personnel Section
5. The schedule of screening and interview will be announced later.
6. Immediate and wide dissemination of this memorandum is desired.