







2013-0H-069
Deped-MALAYBALAY CITY DIVISION

RELEASED



Education Program Supervisors (Designates)

Elementary, School Principals

This Division

WEDILBERTO/L. OPLENARIA po

OIC-Schools Division Superintendent

DATE:

FROM:

April 4, 2013

SUBJECT: Addendum to Corrigendum of Division Memorandum no. 189 s. 2012 re:

Division Ranking for Principal I position

Please be informed that applications for School Principal I is still open for ranking to accommodate the latest passer of the Principal Qualifying Examination. Applications together with its support documents must be addressed to the Schools Division Superintendent, Attention: Novem A. Sescon, Human Resource Management Officer I.

Interested Applicants must possess the following qualifications:

- 1. Bachelors Degree in Elementary Education or Bachelor's degree with 18 professional Education Units
- 2. HT1 for 1 year; or TIC for 2 years; or MTI for 2 years; or teacher for 5 years
- 3. Passer of the Qualifying Examination for Principal I

The following pertinent documents should be included to support the letter of application:

- 1. CSC Form 212 (3 copies)
- 2. Transcript of Records
- 3. Eligibility PRC Rating & PRC License; Principal Examination Result
- 4. Service Record with Employee Number
- 5. Performance rating at least Very Satisfactory for the last three consecutive years or Outstanding for at least 2 years.
- 6. Certificates/Proofs of Outstanding Accomplishments, trainings attended recognitions
- 7. NEAP Certification as to the result taken and Basic Training Course for School Heads attended; and SBM Task Force' Certifications to the rating obtained in the internal and external stakeholders 'assessment.

All photocopied documents should be authenticated by the Administrative Officer; hence, the original copies of support documents should be brought to authenticate the photocopies.

Deadline for the submission on applications is April 11, 2013. For more details, please see the Human Resource Management Officer I.

Immediate and wide dissemination of the Memorandum is desired.