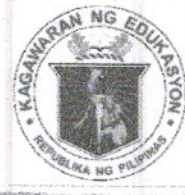
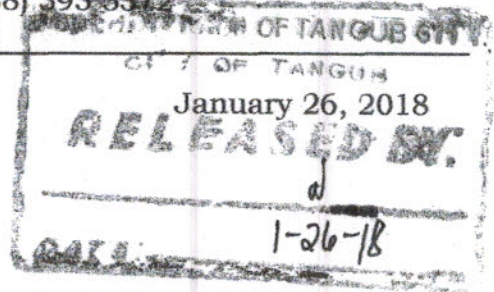




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**



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**DIVISION MEMORANDUM**  
 No. 24 s. 2018

**CONDUCT OF SELECTION FOR SECONDARY SCHOOL PRINCIPAL I**

To: Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Elementary School Heads  
 This Division

1. This Office announces the Conduct of Selection of Qualified Applicants for Secondary School Principal I (Salary Grade 19), this Division.
2. Per DepEd Order No. 97, s. 2011 and DepEd Order No. 42, s. 2007, applicants to Principal I Position must have the following basic requirements:
  - a. Certificate of Eligibility for Passing of the National Qualifying Examination for Principals, and
  - b. Certificate of participation to School-Based Management Training conducted or certified by the National Educators Academy of the Philippines (NEAP)

3. The following are the basic qualifications for the identified vacant positions::

Position	Education	Experience	Training	Eligibility
Secondary School Principal I (SG 19)	BSED or Bachelor's Degree with 18 professional education units	Head Teacher for 1 year; Teacher-In-Charge (TIC) for 2years; Master Teacher for 2 years; or and Teacher for 5 years	School-Based Management Training Conducted/ Certified by NEAP	RA 1080 (Teacher) National Qualifying Examination for Principals

4. The selection process shall be in accordance with DepEd Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on the Selection, Promotion and Designation of School Heads"



5. Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before **February 19, 2018**, as follows:

- a. Letter of Intent;
- b. Accomplished Form 212 with 2x2 ID picture (Revised 2017);
- c. Certified photocopy of appointment;
- d. Updated service record;
- e. Certified photocopy of Performance Rating for the last three years;
- f. Transcript of records;
- g. Certified photocopy of Certificates for training activities attended
- h. Certified photocopy of Certificate of registration/ license;
- i. All available and eligible documents as stipulated in DepEd Order No. 42, s. 2007;
- j. Certificate of Eligibility for Passing of the National Qualifying Examination for Principals;
- k. Certificate of participation to School-Based Management Training conducted or certified by the National Educators Academy of the Philippines (NEAP); and
- l. Omnibus certification of authenticity and veracity of all documents submitted.

6. 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 to be credited to the applicant's points. Moreover, articles published for wide circulation in the local, national or international paper must be supported with the author's notarized sworn affidavit stating that the article was originally written by him/her and that nobody wrote it for him/her whether for free or with a corresponding payment.

7. Innovation and action research must have a proposal duly approved by the Schools Division Superintendent before its implementation. Further, for applicants to claim credits for said documents, they must be fully supported with evidences to prove its implementation.

8. Applicants shall bring the 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.

9. Only the qualified applicants who can attend the interview/ deliberation shall be included in the rank list.

10. The Personnel Selection Board (PSB) is composed of the following:

Chairperson: Rosemarie T. Macesar - Asst Schools Division Superintendent

Members: Margissa T. Amen - Administrative Officer V

Loromer T. Carpio - Administrative Officer IV (AO IV) (Personnel)

Lorna C. Penonal - Education Program Supervisor, TACIDITERA President

Myrna T. Regidor - Chief School Governance and Operations Division

Carmelita A. Jubay - Chief Curriculum Implementation Division

Myrna T. Barbon - Principal II, DAPSSHI President

21

Secretariat: Delma R. Denapo, Administrative Officer II (AO II)  
Eleanor M. Arabejo – Administrative Aide VI (ADA VI)

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

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

JGV/drd

Ref: As stated

To be indicated in the Perpetual Index  
under the following subjects:

SELECTION

PERSONNEL

POLICY

SCHOOL HEADS

**Relevant, inclusive and liberating basic education builds a strong nation.**