Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM **20 SEPTEMBER 2022**
No. 533, s. 2022

To: **ALL QUALIFIED APPLICANTS**
This Division

FROM: **JONATHAN S. DELA PEÑA, PhD, CESO V**
Schools Division Superintendent

SUBJECT: **SELECTION FOR ELEMENTARY SCHOOL PRINCIPAL III**

1. This Office announces the selection of qualified applicants for promotion to Elementary School Principal III, this Division.

2. The selection shall abide with the guidelines stipulated in DepEd Order No. 42, s.2007, otherwise known as the "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
School Principal III – SG-21	*Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 Professional Education Units, plus 6 Units of Management*	*2 years as Principal*	*40 hours of relevant training*	*RA 1080 (Teacher)*

4. Interested applicants shall submit one folder of photocopied documents on or before October 11, 2022 together with the application letter addressed to the Schools Division Superintendent, as follows;

   a. *Application Letter/ Letter of Intent;*
   b. *Accomplished Form 212 with 2"x2" picture;*
   c. *Latest Performance Rating for the last three rating periods;*
   d. *Updated copy of Service Record;*
   e. *Transcript of Records (not Certification from the School Registrar);*
   f. *Certificate of Registration/ Renewed PRC 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.*

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

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5. Certificate of Participation to national/international training must be supported with a certified copy of the **Authority to Travel**/participate on the said national/international training and a **Re-Entry Plan** in order for the points of such document be credited to the applicant's points and must not exceed five (5) years as of the date of this memorandum. Moreover, article 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 corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an Article, and other pertinent documents of the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Action Research and Innovation must have approval sheet with manuscript and abstract.

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 shall be announced later.

8. For the entire duration of the activity, all the applicants shall adhere to DepEd Order No. 29, s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

9. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

ERLINDA G. DAEL
OIC- ASDS/Chairman

INGRID C. HEBRON
Administrative Officer V/Member

MARIA ASUNCION G. RAFOLS
Education Program Supervisor
MOPSTEA President/Member

MELANIE C. ESTENZO
Administrative Officer IV/Member

CLARIBEL L. RODRIGUEZ
Administrative Assistant III
Secretariat

BETTY P. SALIRING
Assistant to the Secretariat

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

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSD/clr