



Division Memorandum  
No. 357, s. 2019

TO: Division HRMPSB Members  
All Public Schools District Supervisors/District In-Charge  
All Elementary and Secondary School Heads  
Elementary and Secondary School Teachers  
Concerned Personnel  
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATION FOR HEAD TEACHER 1, II and III in the ELEMENTARY and SECONDARY LEVELS, PRINCIPALS 1, II and III in the ELEMENTARY LEVEL and EDUCATION PROGRAM SUPERVISOR**

DATE: August 9, 2019

1. This Office announces the submission of application for the following positions due to the promotion/separation of the incumbent:

- ✓ Head Teacher I – Elementary and Secondary
- ✓ Head Teacher II – Elementary and Secondary
- ✓ Head Teacher III – Elementary and Secondary
- ✓ Principal I, II, III – Elementary only
- ✓ Education Program Supervisor

2. Please find the following attached guidelines as bases for ranking:

For School Heads:

- A. DepEd Order No. 39, s. 2007 – Qualification Standards of Head Teachers and Principals
- B. DepEd Order No. 42, s. 2007 – The Revised Guidelines on Selection, Promotion and Designation of School Heads

For Teaching-Related

- ✓ DepEd Order No. 66, s. 2007 – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions

3. As agreed and practiced already, interested applicants are directed to course through their folders of pertinent papers to the school head who will turn over the documents for initial screening of the District Supervisors based on the aforementioned guidelines. The initial assessment in the District Level will still be subject to the validation of the Division HRMPSB thru scrutiny of the papers, interview and background investigation.

4. Deadline of submission to the Division HRMPSB shall be on August 15, 2019.



5. Qualified applicants should bring the photocopy of their pertinent documents along with their original copies during the interview for validation of information.
  
6. This Office upholds the equal employment opportunity principle in the process of comparative assessment and does not discriminate applicants on the basis of ethnicity, religion, sex (including pregnancy and gender identity), political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, or other non-merit factor.”
  
7. For information, dissemination and guidance of all concerned.