DIVISION MEMORANDUM
No. 150, s. 2019

DELIBERATION/RANKING FOR THE UPCOMING VACANCIES OF HEAD TEACHERS I, II & III AND PRINCIPALS I, II & III POSITIONS IN THE ELEMENTARY

TO: Division Personnel Selection Board
    Public School District Supervisors
    Elementary School Principals
    All Others Concerned

1. This is to announce to all concerned that the schedule for deliberation/ranking for the upcoming vacancies of the following positions are as follows:

   Head Teachers I, II & III - August 29 and 30, 2019
   Principals I, II & III - September 2 and 3, 2019

2. The minimum qualifications for the aforementioned positions are stated below:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Principal I</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years</td>
<td>40 hours of relevant training</td>
<td>RA 1080</td>
</tr>
<tr>
<td>School Principal II</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management</td>
<td>1 year as Principal</td>
<td>40 hours of relevant training</td>
<td>RA 1080</td>
</tr>
<tr>
<td>School Principal III</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management</td>
<td>2 years as Principal</td>
<td>40 hours of relevant training</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Head Teacher I</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>Teacher-In-Charge for 1 year; or Teacher for 3 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080</td>
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<tr>
<td>Head Teacher II</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Teacher for 4 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Head Teacher III</td>
<td>Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units</td>
<td>Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years</td>
<td>24 hours of relevant training</td>
<td>RA 1080</td>
</tr>
</tbody>
</table>
3. All interested applicants are requested to submit two sealed envelopes. The first envelope is for pre-assessment and the second envelope is for ranking purposes. Both envelopes should include among others the Copy of PRC License; Transcript of Records and/or certification of units earned in Masteral Studies particularly in management; Service Record; and Certificates of Trainings.

4. For guidance, additional reference and basis for the criterion and computation of points, all concerned are enjoined to refer to Deped Order No. 42, s. 2007.

5. The deadline of submission for Head Teacher applicants is on August 22, 2019 and on August 23, 2019 for School Principal applicants in order to give ample time for the HRMO to pre-assess the documents. No additional documents shall be accepted after the deadline.

6. The venue for the deliberation will be at the Division Conference Hall from 8:00 AM to 5:00 PM.

7. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.

8. Immediate and wide dissemination of this memorandum is earnestly desired.

LOIDA N. NIDEA, Ed. D., CESOV
Schools Division Superintendent