



May 19, 2016

DIVISION MEMORANDUM

No. 112 s, 2016

**POLICIES ON SELECTION/APPOINTMENT AND TRANSFER/ REASSIGNMENT OF
PUBLIC SCHOOLS DISTRICT SUPERVISORS, ELEMENTARY SCHOOL PRINCIPALS
AND HEAD TEACHERS**

TO : Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

1. This office hereby issues the following policies on the selection/appointment to the positions of District Supervisors, School Principals, Head Teachers and their respective posting, subsequent transfer or reassignment.

1.1 The selection/appointment to the vacant positions of Public Schools District Supervisors, Principals and Head Teachers shall be based on a Division Ranking of applicants/candidates divisionwide.

Procedure:

- a. The Division Selection Board shall evaluate documents submitted by the applicants/candidates, conducts interviews, gathers background information and other selection tests/procedures as maybe deemed necessary and determines the most qualified applicants/ candidates.
- b. The PSB prepares the Division Ranking following the prescribed DepEd QS and Selection Guideline for the position to be filled per Deped Order No. 27 s. 2016.
- c. The PSB submits to the SDS a short list of the most ranking or names of at least three applicants for every position to be filled.
- d. Selection and appointment to the positions of PSDS, Principals, and Head Teachers shall be the responsibility of the Schools Division Superintendent.
- e. Appointment to these positions shall be division specific and not district or school specific or when need arises.

1.2. Transfer/Reassignment of PSDS, Principals, and Teachers shall be done every five years. (DECS ORDER NO. 7, s. 1999). Movement of Head Teachers is based on the exigency of the service and may be done every five (5) years.

2. Immediate dissemination of and compliance with this Memorandum is desired.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

References:

- DO No. 27, s. 2016
- DECS Order No. 7, s. 1999
- DepEd Order 4, s. 2007
- DepEd Order 39, s. 2007
- DepEd Order No. 42, s. 2007

To be indicated in the Perpetual index
under the following subjects

APPOINTMENT
EMPLOYEES
OFFICIALS
EMPLOYMENT