



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



June 15, 2017

**DIVISION MEMORANDUM**

No. 125, s. 2017

**SCHEDULES FOR SUBMISSION AND AUTHENTICATION OF PERTINENT PAPERS FOR RANKING FOR PROMOTION TO HEAD TEACHER AND SCHOOL PRINCIPAL POSITIONS OF ALL QUALIFIED CANDIDATES, SCHOOL YEAR 2017-2018**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher-In-Charge of the District  
Administrative Officer V  
Heads of Public Pre-Elementary, Elementary, Secondary and Integrated Schools**

1. Pursuant to DepED Order No. 29, s. 2002, "MERIT SELECTION PLAN," all concerned are informed of the schedules for submission and authentication of pertinent papers for ranking for promotion to Head Teacher and School Principal positions, of all qualified candidates;
  - 1.1. Submission of Application letter for the position desired by the qualified candidate with the supporting documents, both ELEMENTARY and SECONDARY LEVELS, to the District Evaluation Committee, headed by the Public Schools District Supervisor/Principals/Head Teacher-In-Charge of the District: **June 26-28, 2017**

**Note:** Performance Rating should include the **last three (3) rating periods.**
  - 1.2. Authentication of supporting documents in the presence of all candidates concerned per position title by the District Evaluation Committee:  
**June 29-July 4, 2017**
  - 1.3. Submission of all folders **per position title** to the Division Personnel Selection Board (PSB) through the Office of the Division Administrative Officer V, with the corresponding indorsement by the Public Schools District Supervisor/Principals/Head Teacher In-Charge of the District: **Deadline: July 5, 2017**
  - 1.4. It is understood that all folders submitted by the Districts to the Division Office contain the complete supporting documents. Only documents/claims that are submitted on or before the deadline will be considered. **insertion of additional documents for a fully new claim shall not be entertained by the Office.** If there are deficient or erroneous supporting documents as determined by the Personnel Selection Board, applicants are allowed to correct the documents within reasonable time.
  - 1.5. An **orientation** to all applicants for promotion will be held **on July 7, 2017 at ASJ Hall, Division Office, 9:00 AM.**
2. The schedule of appraisal of supporting documents and interview by the Personnel Selection Board (PSB) to all qualified candidates will be announced later.
3. Immediate and wide dissemination of this memorandum is strongly desired.

**Dr. ERNESTO F. SERVILLON, Jr., MNSA**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Inclosure: none  
Reference: D.O. No. 29, s. 2002 and D.O. No. 66, s. 2007  
Allotment: 1-6 (R.O. 12, s. 1994)  
To be indicated in the Perpetual Index  
under the following subjects:

**APPOINTMENT**

**POLICY**

**EMPLOYEES**

**OFFICIALS**

PYM/mft