



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

15 May 2023

**DIVISION MEMORANDUM**

No. 13 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR SCHOOL PRINCIPAL II POSITIONS**

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Human Resource Merit Promotion & Selection Board  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. This Office announces the vacancies for School Principal II in this Schools Division. All interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in **DepEd Order No. 7, s. 2023**.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
School Principal II	20	Php57,347.00	<ul style="list-style-type: none"><li>Elementary</li><li>Baras Rural Development High School</li></ul>

2. Applicants shall submit documents in one (1) folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.2*) and should be stamped "received" at the Records Section and submit to Human Resource Management Office **not later than May 29, 2023**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before May 29, 2023.

3. Applicants who failed to submit complete mandatory documents (Enclosure 5.2 A to J) on the set deadline shall not be included in the pool of official applicants. Further, no additional documents shall be accepted after the deadline.

4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 5.2 J), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

5. Enclosed to this Memorandum are the following:

- 5.1 Qualification Standards for the vacant positions
- 5.2 List of documents to be submitted
- 5.3 Criteria & Point System for Hiring & Promotion to School Administration Positions
- 5.4 Job Description of the vacant positions
- 5.5 Checklist of Requirements (Annex C)

6. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.



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7. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

8. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.

9. For wide dissemination, guidance and strict compliance.

**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, DepEd Order No. 39, s. 2007

To be indicated in the Perpetual Index  
Under the following subjects:

EVALUATION    EMPLOYMENT  
HIRING

MBL/DM- Announcement of Vacancies for School Principal II Positions  
009/May 15, 2023







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**Enclosure No. 5.1**

**QUALIFICATION STANDARDS FOR THE VACANT POSITIONS**

(Reference: DepEd Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
School Principal II	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

**Enclosure No. 5.2**

**LIST OF DOCUMENTS TO BE SUBMITTED**

- Letter of Intent addressed to the Head of Office
- Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at [bit.ly/F212\\_PDS](http://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](http://bit.ly/WES_PDS)
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)
- Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment





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**Enclosure No. 5.3**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS**

1. The assessment for School Administration positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
  
2. Point system for evaluative assessment:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application for Learning & Development	10
h. Potential (Written Exam, BEI)	15
<b>Total</b>	<b>100</b>







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**Enclosure No. 5.4**

**JOB DESCRIPTION OF THE VACANT POSITIONS**

<b>School Principal II</b>	<ul style="list-style-type: none"><li>• Supervises and directs all school teaching and non-teaching personnel</li><li>• Manages instructional system</li><li>• Sets up goals and objectives</li><li>• Leads and implements educational programs</li><li>• Organizes and conducts INSETs</li><li>• Promotes and coordinates services for the holistic development of school personnel and pupils</li><li>• Directs, coordinates and manages school funds according to prioritized needs</li><li>• Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)</li><li>• Requests and distributes instructional materials</li><li>• Initiates and compiles teachers' professional documents in portfolios</li><li>• Practices equitable distribution of teaching loads and observes teacher-learner ratio</li><li>• Inspects regularly Daily Lesson Logs (DLL)</li><li>• Monitors teachers upkeep of students records</li><li>• Provides EPA compliant accommodation to learners amidst shortages</li><li>• Prepares/consolidates reports</li><li>• Rates all school personnel performance and recommends promotion</li><li>• Creates committee to assess learning outcomes</li><li>• Establishes linkages with stakeholders</li><li>• Ensures compliance to existing laws, policies and orders of fund raising projects for the school</li><li>• Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists</li><li>• Formulates intervention programs/innovations for learners development</li><li>• Organizes special classes for learners with special needs</li><li>• Meets parents regularly to confer/inform about school accomplishments</li><li>• Determines the strengths, weaknesses, opportunities and threats of the school</li><li>• Designs programs with stakeholders to address school needs</li><li>• Recognizes accomplishments of stakeholder's</li><li>• Promotes welfare of stakeholders'</li><li>• Mediates and ensures resolution of conflicts in school</li><li>• Formulates school policies with stakeholders</li><li>• Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)</li><li>• Promotes school discipline with stakeholders</li><li>• Leads the preparation of SIP/AIP and ensures participation of stakeholders</li></ul>
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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated as to be usable for subsequent reference.