

Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

November 4, 2024

DIVISION MEMORANDUM
No. 562s. 2024

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR SCHOOL ADMINISTRATION POSITIONS

TO: CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for school administration positions from **November 4, 2024** until **November 14, 2024**.
2. The vacancies are the following:

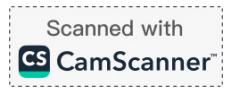
Position Title	Salary Grade	Office/Assignment	No. of Vacancy
School Principal II	20	Elementary	1
School Principal I	19	Elementary	15
		Caramoran School of Fisheries	1
		Codon National High School	1
		Hawan National High School	1
		Magnesia National High School	1
		Palta National High School	1
		San Jose National High School	1
		Tambongon National High School	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.
4. All FY 2023 Category A and FY 2021 Category B are eligible to apply for School Principal I position.
5. Applicants are required to register in the link <https://bit.ly/SPOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link based on their submitted documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office- Records Section on the set deadline will be considered as official applicants.
6. All interested qualified applicants shall submit their documents at the Records Section in color coded folder, School Principal II (Elementary)- BLUE, School Principal I (Elementary & Secondary)- WHITE. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year performance prior to the assessment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) – download @ bit.ly/Annex_C



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TANGGAPANG PANSANGAY NG CATANDUANES

OTHER DOCUMENTS (Refer to DepEd Order No. 7 s. 2023)	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

7. Secondary School Principal I applicants who are applying for both Elementary and Secondary schools, or who are applying for more than one secondary school, should submit only one folder, provided that the office/assignment of the position/s applied for should be indicated in the application letter.

8. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

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

10. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
November 5, 2024 (10-11AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants
November 14, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
November 15,18-19, 2024	Initial evaluation of documents	Personnel Section	HRMO	
November 25, 2024	Written Test	SDO Conference Hall	HRMPSB Secretariat	Interested Applicants
December 9-11, 2024	Document Evaluation and Interview	SDO Conference Hall	HRMPSB	Interested Applicants

11. The Criteria and Point System for Hiring and Promotion for School Administration positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10



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Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	15

12. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

13. Applicants who failed to submit complete mandatory documents on **November 14, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

14. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

15. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

16. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.

17. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

18. 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."

19. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

20. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):¹

Chairperson	SGOD Chief MARY JEAN S. ROMERO	
Members	Regular	Alternate
	AO V EVA S. TOLENTINO HRMO MARICHELE B. LLAVE SPI JOSE D. BONIFACIO	AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR HTIII SALVADOR L. FLORES

21. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

22. For information, immediate and wide dissemination, guidance and compliance.

CECILE C. FERRO CESO VI
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. SM s. 2024

SCHOOL PRINCIPAL II (Elementary)

JOB SUMMARY	
Pursue the shared mission, vision, and set goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education, or Bachelor's degree with 18 professional education units plus 5 units of Management
Experience	1 year as Principal
Eligibility	RA 10301
Trainings	40 hours of relevant training
DUTIES AND RESPONSIBILITIES	
1. Supervises and directs all school teaching and non-teaching personnel	
2. Manages instructional system	
3. Sets up goals and objectives	
4. Leads and implements educational programs	
5. Organizes and conducts INSETs	
6. Promotes and coordinates services for the holistic development of school personnel and pupils	
7. Directs, coordinates and manages school funds according to prioritized needs	
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)	
9. Requests and distributes instructional materials	
10. Initiates and compiles teachers' professional documents in portfolios	
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio	
12. Inspects regularly Daily Lesson Logs (DLL)	
13. Monitors teachers' upkeep of students' records	
14. Provides EPA compliant accommodation to learners amidst shortages	
15. Prepares/consolidates reports	
16. Rates all school personnel performance and recommends promotion	
17. Creates committee to assess learning outcomes	
18. Establishes linkages with stakeholders	
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school	
20. Evaluates the school plant, physical facilities, fitness, safety and sufficiency with the assistance of specialists	
21. Formulates intervention programs/innovations for learners' development	
22. Organizes special classes for learners with special needs	
23. Meets parents regularly to confer/inform about school accomplishments	
24. Determines the strengths, weaknesses, opportunities and threats of the school	
25. Designs programs with stakeholders to address school needs	
26. Recognizes accomplishments of stakeholders	
27. Promotes welfare of stakeholders	
28. Mediates and ensures resolution of conflicts in school	
29. Formulates school policies with stakeholders	
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PFP)	
31. Promotes school discipline with stakeholders	
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders	



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SCHOOL PRINCIPAL I (Elementary)

JOB SUMMARY	
Sets the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education, or Bachelor's degree with 18 professional education units
Experience	Head Teacher for 1 year, or Teacher-in-Charge for 2 years, or Master Teacher for 2 years, or Teacher for 5 years
Eligibility	RA 10660
Trainings	40 hours of relevant training
DUTIES AND RESPONSIBILITIES	
1	Supervises and directs all school teaching and non-teaching personnel
2	Manages instructional system
3	Sets up goals and objectives
4	Leads and implements educational programs
5	Organizes and conducts INSETs
6	Promotes and coordinates services for the holistic development of school personnel and pupils
7	Directs, coordinates and manages school funds according to prioritized needs
8	Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9	Requests and distributes instructional materials
10	Initiates and compiles teachers' professional documents in portfolios
11	Practices equitable distribution of teaching loads and observes teacher-learner ratio
12	Inspects regularly Daily Lesson Logs (DLL)
13	Monitors teachers upkeep of students records
14	Provides EPA compliant accommodation to learners amidst shortages
15	Prepares/consolidates reports
16	Rates all school personnel performance and recommends promotion
17	Creates committee to assess learning outcomes
18	Establishes linkages with stakeholders
19	Ensures compliance to existing laws, policies and orders of fund raising projects for the school
20	Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
21	Formulates intervention programs/innovations for learners development
22	Organizes special classes for learners with special needs
23	Meets parents regularly to confer/inform about school accomplishments
24	Determines the strengths, weaknesses, opportunities and threats of the school
25	Designs programs with stakeholders to address school needs
26	Recognizes accomplishments of stakeholder's
27	Promotes welfare of stakeholders'
28	Mediates and ensures resolution of conflicts in school
29	Formulates school policies with stakeholders
30	Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31	Promotes school discipline with stakeholders
32	Leads the preparation of SIP/AIP and ensures participation of stakeholders



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SCHOOL PRINCIPAL I (Secondary)

JOB SUMMARY	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education, or Bachelor's degree with 18 professional education units
Experience	Head Teacher for 1 year, or Teacher-in-Charge for 2 years, or Master Teacher for 2 years, or Teacher for 5 years
Eligibility	RA 1080
Trainings	40 hours of relevant training
DUTIES AND RESPONSIBILITIES	
1. Supervises and directs all school teaching and non-teaching personnel	
2. Manages instructional system	
3. Sets up goals and objectives	
4. Leads and implements educational programs	
5. Organizes and conducts INSETs	
6. Promotes and coordinates services for the holistic development of school personnel and pupils	
7. Directs, coordinates and manages school funds according to prioritized needs	
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)	
9. Requests and distributes instructional materials	
10. Initiates and completes teachers' professional documents in portfolios	
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio	
12. Inspects regularly Daily Lesson Logs (DLL)	
13. Monitors teachers' upkeep of students records	
14. Provides EPA compliant accommodation to learners amidst shortages	
15. Prepares/consolidates reports	
16. Rates all school personnel performance and recommends promotion	
17. Creates committee to assess learning outcomes	
18. Establishes linkages with stakeholders	
19. Ensures compliance to existing laws, policies and orders of fund raising projects for the school	
20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists	
21. Formulates intervention programs/innovations for learners development	
22. Organizes special classes for learners with special needs	
23. Meets parents regularly to confer/inform about school accomplishments	
24. Determines the strengths, weaknesses, opportunities and threats of the school	
25. Designs programs with stakeholders to address school needs	
26. Recognizes accomplishments of stakeholders	
27. Promotes welfare of stakeholders	
28. Mediates and ensures resolution of conflicts in school	
29. Formulates school policies with stakeholders	
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)	
31. Promotes school discipline with stakeholders	
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders	



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