



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 10, 2025

DIVISION MEMORANDUM

No. 588 s. 2025

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR SCHOOL ADMINISTRATION POSITIONS

TO: OIC-Asst. Schools Division Superintendent
CID & SGOD Chiefs 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 **July 11, 2025** until **July 21, 2025**.
2. The vacancies are the following:

Position Title	Salary Grade	Office/ Assignment	Item Number	No. of Vacancy
School Principal III	21	Elementary	OSEC-DECSB-SP3-390142-2010	1
School Principal II	20	Elementary	OSEC-DECSB-SP2-390169-2010	4
			OSEC-DECSB-SP2-390171-2010	
			OSEC-DECSB-SP2-390173-2010	
			OSEC-DECSB-SP2-390181-2010	
School Principal I	19	Elementary	OSEC-DECSB-SP1-390407-2010	2
		OSEC-DECSB-SP1-390359-2010		
School Principal I		Antipolo National High School	OSEC-DECSB-SP1-390424-2010	1
	Panganiban National High School	OSEC-DECSB-SP1-390415-2010	1	
Head Teacher VI	19	Catanduanes National High School	OSEC-DECSB-HTEACH6-390029-1998	1
Head Teacher V	18	San Andres Vocational School	OSEC-DECSB-HTEACH5-390012-1998	1
Head Teacher III	16	Catanduanes National High School	OSEC-DECSB-HTEACH3-390019-2009	1
		Panganiban National High School	OSEC-DECSB-HTEACH3-390035-2001	1
		San Miguel Rural Development High School	OSEC-DECSB-HTEACH3-390569-1998	1
		Viga Rural Development High School	OSEC-DECSB-HTEACH3-390846-1998	1
Head Teacher III		Elementary	OSEC-DECSB-HTEACH3-390529-2018	6
			OSEC-DECSB-HTEACH3-390585-1998	
			OSEC-DECSB-HTEACH3-390824-1998	
			OSEC-DECSB-HTEACH3-390833-1998	
			OSEC-DECSB-HTEACH3-390837-1998	
	OSEC-DECSB-HTEACH3-390838-1998			
Head Teacher II	15	Elementary	OSEC-DECSB-HTEACH2-390513-2018	1
Sicmil Integrated School		OSEC-DECSB-HTEACH2-390510-2018	1	
Head Teacher I	14	Elementary	OSEC-DECSB-HTEACH1-390008-2022	6



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			OSEC-DECSB-HTEACH1-390050-2023	
			OSEC-DECSB-HTEACH1-390104-2022	
			OSEC-DECSB-HTEACH1-390147-1998	
			OSEC-DECSB-HTEACH1-390148-1998	
			OSEC-DECSB-HTEACH1-390156-1998	

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. All NQESH FY 2023 Category A and FY 2021 Category B are eligible to apply for School Principal I position. The applicant's score in the Principals Test/NQESH shall be the basis for scoring the component on Written Examination (10 points).

5. Applicants are required to register in the link <https://bit.ly/SAOnlineRegistrationCTD> 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 III - RED, School Principal II (Elementary)- BLUE, School Principal I (Elementary & Secondary)- YELLOW, Head Teacher VI, V, III, II & I - WHITE. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter N as indicated below. To facilitate the evaluation process, labels (index tabs) using A to N 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, duly sworn before any public officer authorized to administer oath 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 covering one (1) complete performance cycle acquired in the current or latest position
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) duly sworn before any public officer authorized to administer oath - download @ bit.ly/Annex_C
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



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	<ul style="list-style-type: none"> 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
N	Photocopy of NQESH Rating

7. Applicants with multiple applications shall submit only one folder, provided that the positions and the assignments of the positions applied for are 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
July 14, 2025 (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
July 21, 2025 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
July 24-26, 2025	Initial evaluation of documents	Personnel Section	HRMO	
July 28, 2025	Written Test	SDO Terrace	HRMPSB Secretariat	Qualified Applicants
July 29, 2025	Document Evaluation and Interview	SDO Terrace	HRMPSB, HRMPSB Sub-Committee	Qualified Applicants

11. The Criteria and Point System for Hiring and Promotion for School Administration positions per DepEd Order No. 7 s. 2023 are as follows:

Criteria	Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI)	15



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
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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 **July 21, 2025** 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 HRMP SB 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 (HRMP SB):
- | Chairperson | OIC-ASDS DELFIN A. BONDAD | |
|-------------|---|--|
| | Regular | Alternate |
| Members | CES ROMEL G. PETAJEN
AO V EVA S. TOLENTINO
HRMO MARICHELLE B. LLAVE
School Head where the vacancy exist
Representative of accredited employee's association belonging to the second level employees | EPS AROLINE T. BORJA
AO IV CHERIE V. PEREZ
AO II ROMA ANGELEE A. SOLEYBAR
Alternate of School Head where the vacancy exist
Alternate representative of accredited employee's association belonging to the second level employees |
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.


MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
Officer-In-Charge, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. ____ s. 2025

QUALIFICATION STANDARDS

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	19	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal II	20	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal III	21	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)



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For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year, or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year, or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years, or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years, or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years, or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years, or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
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For Elementary Schools:

Head Teacher I	13	2	Bachelor's degree in Elementary Education, or Bachelor's degree w/ 18 professional education units	TIC for 1 year, or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education, or Bachelor's degree w/ 18 professional education units	HT for 1 year, or TIC for 1 year, or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education, or Bachelor's degree w/ 18 professional education units	HT for 2 years, or TIC for 2 years, or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)



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SCHOOL PRINCIPAL I, II, III & IV (Elementary & Secondary)

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 6 units of Management
Experience	1 year as Principal
Eligibility	RA 10800
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, FFP)
31	Promotes school discipline with stakeholders
32	Leads the preparation of SIP/AIP and ensures participation of stakeholders



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HEAD TEACHER I, II, III, IV, V & VI (Elementary & Secondary)

JOB SUMMARY	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
DUTIES AND RESPONSIBILITIES	
1	Supports School-Based Management (SBM)
2	Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3	Ensures adherence to DepEd Orders and other issuances
4	Assists in maintaining the school BEIS
5	Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6	Assists in implementing programs of the school
7	Assists in working for possible accreditation
8	Monitors the teaching-learning process
9	Evaluates learning outcomes
10	Recommends changes in policies affecting curriculum and instruction
11	Implements innovations and alternative delivery schemes
12	Localizes/indigenizes curriculum
13	Prepares specific budget and accounts for funds received
14	Maximizes the use of textbooks, references and other instructional materials
15	Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16	Coordinates with stakeholders on resource generation and mobilization
17	Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18	Monitors teachers and master teachers
19	Recommends staffing requirements and assists in the selection and hiring of teachers
20	Conducts department-based training as a result of training needs analysis
21	Evaluates performance of teachers
22	Promotes harmonious working relationship among teachers
23	Promotes the corporate image of the Department of Education
24	Recommends promotion of teaching and non-teaching personnel
25	Establishes and ensures support and cooperation of stakeholders
26	Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27	Proposes plans and implements SB INSET
28	Prepares and submits monthly supervisory/accomplishment report



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