



July 21, 2017

Division Memorandum
No. 115, s. 2017

**2017-2018 RANKLIST OF QUALIFIED APPLICANTS FOR ELEMENTARY
AND SECONDARY SCHOOL PRINCIPALS**

To: Acting Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that this Division will update the **Ranklist of Qualified Applicants for Elementary and Secondary School Principals**.

2. Applicants to the Principal I position must be a passer of the National Qualifying Examination for School Heads (NQESH).

3. Applicants for any Principal Position (Principal I to Principal IV) must meet the qualifications set in the Modified Qualification Standards as stipulated in DepED Order No. 39, s. 2007.

4. Interested qualified applicants for any of the positions are advised to submit the following documents to the Division Personnel Selection Board (PSB), c/o Mr. Nicasio S. Frio, Acting ASDS, on or before **August 11, 2017**:

- 4.1. Application letter addressed to the Schools Division Superintendent
- 4.2. Recommendation letter from the immediate superior/supervisor
- 4.3. Certified photocopy of the performance rating for the last three (3) years
- 4.4. Personal Data Sheet (CSC Form 212)
- 4.5. Updated service record
- 4.6. Certified photocopy of the latest appointment
- 4.7. Certified photocopy of documents attesting outstanding (meritorious) accomplishments (awards, innovations, research and development projects, publication/authorship, and consultancy/resource speaker in training programs/seminars) relevant to the position applied for
- 4.8. Certified photocopy of transcript of records
- 4.9. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for
- 4.10. Certified photocopy of other relevant documents required to gain credit points

5. Documents must be placed in a properly labelled folder and should follow the prescribed colors below:

Principal I (Elementary)	:	White folder
Principal II (Elementary)	:	Orange folder
Principal III (Elementary)	:	Purple folder
Principal IV (Elementary)	:	Yellow-Green folder

Principal I (Secondary)	:	Green folder
Principal II (Secondary)	:	Yellow folder
Principal III (Secondary)	:	Red folder
Principal IV (Secondary)	:	Blue folder

6. The cut-off date for the accomplishments, awards, trainings and seminars is from the date of last promotion to August 10, 2017. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.
7. All documents submitted for evaluation must be certified photocopies of the original. Original documents must be presented during the evaluation and deliberation process for verification purposes.
8. In determining the points earned by each applicant, the criteria and guidelines set in DepED Order No. 42, s. 2007 shall be used, to wit:
- | | | |
|---|----------|-----------------|
| Performance Rating | - | 30 pts. |
| Experience | - | 10 pts. |
| Outstanding Accomplishment | - | 30 pts. |
| Education and Training | - | 20 pts. |
| Potential | - | 5 pts. |
| Psycho-social Attributes and Personality Traits | - | 5 pts. |
| TOTAL | - | 100 pts. |
9. The Division PSB may draw up supplementary guidelines to be used in evaluating the documents presented by the applicants.
10. Written Test and Interview will be administered to applicants in order to measure their intellectual, conceptual, managerial and human relation skills. These will comprise the Personality Traits and Potential parts.
11. The schedule of the evaluation of documents, interview and written test will be announced later in a separate issuance.
12. Applicants who underwent the screening process last year are given the option whether to retain or update their ratings. This must be specified in their application letter/intent and corresponding documents should be attached.
13. The validity of the Ranklist is upon posting of the final results to July 31, 2018.
14. To ensure the smooth conduct of the evaluation procedure, an orientation-conference of the applicants will be held at DepED-Capiz Division Multi-Purpose Hall on **August 9, 2017** at 9:00 o'clock in the morning.
15. Expenses relative to the conduct of this ranking activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
16. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
 Schools Division Superintendent

