



May 15, 2017

Division Memorandum
No. 46, s. 2017

EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ASSISTANT SCHOOL PRINCIPAL II (SG-19) POSITIONS, SY 2017-2018

To: Acting ASDS
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools.
Unit Heads, Schools Division Office

1. This office announces the conduct of the **Evaluation and Ranking of Qualified Applicants for Assistant School Principal II (SG-19) Positions** to be deployed to selected Public Senior High Schools of this division for SY 2016-2017. The applicants should meet the following qualifications:

Education	:	Bachelor's Degree in Education or its equivalent with a major and minor; or Bachelor's Degree in Arts and Sciences with at least 18 units in professional education
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080 and passer of Principal's Test

2. Interested qualified applicants may submit their application letter and other pertinent documents addressed to the Schools Division Superintendent (SDS), through the office of Assistant Schools Division Superintendent (ASDS) on or before 5:00 o'clock in the afternoon of **June 7, 2017**.

3. All applicants should submit the following documents:

- 3.1 Application letter
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
 - 3.3.1 Updated Service Records
 - 3.3.2 Performance Rating for the last three (3) years
 - 3.3.3 Transcript of Records/Special Order
 - 3.3.4 Latest Appointment
 - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
 - 3.3.6 Certificates of Relevant Training attended
 - 3.3.7 Certificates of Eligibility/Eligibility Rating
 - 3.3.8 Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to June 6, 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.



5. All documents submitted for evaluation must be certified photocopies of the original documents. These documents must be properly organized inside the applicant's folder and should be sequentially segregated according to the items in the criteria set for each position applied for.

6. Original documents must be presented during the evaluation and deliberation process for verification purposes.

7. The criteria for ranking the qualified applicants as per DepED Order No. 42, s. 2007 are as follows:

Performance	-	30 pts.
Experience	-	10 pts.
Outstanding Accomplishment	-	30 pts.
Education	-	10 pts.
Training	-	10 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>5 pts.</u>
TOTAL	-	100 pts.

8. Immediate and wide dissemination of this memorandum is desired.


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


References: DepEd Order No. 19, s. 2016
DePEd Order No. 42, s. 2007