



August 13, 2019

Division Memorandum
No. 161, s. 2019

**RANKING OF QUALIFIED APPLICANTS FOR PRINCIPAL II (SHS) POSITION IN
THE SCHOOLS DIVISION OF CAPIZ**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools

1. This office announces the second call-up of interested qualified applicants for **Principal II (SHS) Position in the Schools Division of Capiz** with the following required minimum qualifications:

1.1. **Principal II (SG-20), Secondary** : (newly-created item for Senior HS)

Qualification Standard (QS) per DO No. 39, s. 2007

Education : Bachelor's Degree in Secondary Education, or
Bachelor's degree with 18 professional education units +
6 units of Management

Experience : 1 year as Principal
Training : 40 hours of relevant training
Eligibility : RA 1080 (Teacher)

2. Interested applicants (*regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances*) who met the basic requirements for the above-mentioned positions should submit the following documents in a properly-labeled folder to the Division Personnel and Selection Board (PSB), c/o ASDS Nicasio S. Frio, on or before **August 27, 2019**:

- 2.1. Application letter addressed to the Schools Division Superintendent
- 2.2. Certified photocopy of the performance rating for the last three (3) years
- 2.3. Personal Data Sheet (CSC Form 212)
- 2.4. Updated service record
- 2.5. Certified photocopy of the latest appointment
- 2.6. 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
- 2.7. Certified photocopy of transcript of records
- 2.8. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for
- 2.9. Certified photocopy of other relevant documents required to gain credit points

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **August 26, 2019**. 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.

4. 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.

5. Documents must be properly labeled to expedite the deliberation and evaluation process.

6. 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	-	5 pts.

TOTAL - 100 pts.

7. The Division PSB may draw up supplementary guidelines to be used in evaluating the documents presented by the applicants.

8. 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 Personal Characteristics and Potential parts.

9. The schedule of the evaluation of documents, interview and written test will be announced later in a separate memorandum/advisory.

10. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

11. Expenses to be incurred relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.

12. Immediate dissemination of this memorandum is desired.


ROEL F. BERMEJO, Ph.D, CESO V
Schools Division Superintendent

References: DepED Order No. 39, s. 2007
DepED Order No. 42, s. 2007