



March 11, 2020

Division Memorandum  
No. 042, s. 2020

**RANKING OF QUALIFIED APPLICANTS FOR PRINCIPAL AND HEAD TEACHER POSITIONS  
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. To ensure that all unfilled or vacant principal and head teacher items in the Schools Division of Capiz are filled-up before the end of the second quarter of CY 2020 and to expedite the filling-up of the vacancies that may occur for SY 2020-2021 through succession planning, this office announces the acceptance of application of interested qualified applicants for the following positions:

- 1.1. Principal IV (SG-22), Elementary
- 1.2. Principal I (SG-19), Elementary
- 1.3. Head Teacher III (SG-16), Elementary
- 1.4. Head Teacher II (SG-15), Elementary
- 1.5. Head Teacher I (SG-14), Elementary
- 1.6. Principal III (SG-21), Secondary
- 1.7. Principal II (SG-20), Secondary / (SHS)

2. Applicants should meet the required qualifications per **DepEd Order No. 39, s. 2007** (Modified Qualification Standards for Positions of Head Teachers and Principals):

**For Elementary Schools**

Position	SG	Education	Experience	Training	Eligibility
Principal IV	22	Bachelor degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 years as principal	40 hours of relevant training	RA 080 (Teacher)
Principal I	19	Bachelor degree in Elementary Education ; or Bachelor's degree w/ 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 080 (Teacher)
Head Teacher III	16	Bachelor 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 080 (Teacher)
Head Teacher II	15	Bachelor 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 080 (Teacher)

Head Teacher I	14	Bachelor degree in Elementary ; or Bachelor's degree w/ 8 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 080 (Teacher)
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### For Secondary Schools

Position	SG	Education	Experience	Training	Eligibility
Principal III	21	Bachelor degree in Secondary Education ; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as principal	40 hours of relevant training	RA 080 (Teacher)
Principal II	20	Bachelor degree in Secondary Education ; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as principal	40 hours of relevant training	RA 080 (Teacher)

3. 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 **Schools Division Office, thru the Office of the Administrative Officer IV (Personnel)** on or before **April 1, 2020**:

- 3.1. Application letter addressed to the Schools Division Superintendent
- 3.2. Certified photocopy of the performance rating for the last three (3) years
- 3.3. Personal Data Sheet (CSC Form 212)
- 3.4. Updated service record
- 3.5. Certified photocopy of the latest appointment
- 3.6. 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
- 3.7. Certified photocopy of transcript of records
- 3.8. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for
- 3.9. Certified photocopy of other relevant documents required to gain credit points

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **March 31, 2020**. 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.

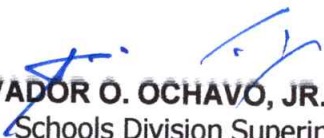

5. All documents submitted for evaluation must be certified photocopies of the original. Original documents must be presented during the evaluation and deliberation process for verification purposes.

6. Applicants for Principal I (Elementary) who the underwent the screening process last year in which the result was not posted due to republication of the vacant item in the CSC website, have the option to use their results in interview , written test and other items in the criteria. **They only need to submit letter of intent and the additional documents to update their ratings or points.**

7. 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.
<b>TOTAL</b>	-	<b>100 pts.</b>

8. The Division PSB may draw up supplementary guidelines to be used in evaluating the documents presented by the applicants.
9. 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.
10. The schedule of the evaluation of documents, interview and written test will be announced later in a separate memorandum/advisory.
11. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.
12. To ensure the smooth conduct of this activity, an orientation conference with all the interested applicants shall be held on **Wednesday, March 25, 2020** (9:00 o'clock in the morning) at the Schools Division Multipurpose Hall.
13. Ranking for other principal positions NOT included in this memorandum shall be opened later.
14. For inquires and clarifications, kindly see the Assistant Schools Division Superintendent (ASDS) or the Administrative Officer IV (Personnel).
15. 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.
16. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent  


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