



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

June 7, 2021

**DIVISION MEMORANDUM**  
No. 102s. 2021

**RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF ELEMENTARY SCHOOL  
PRINCIPAL II (SG 19) AND PRINCIPAL III (SG 20)**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Please be informed that acceptance of application for the position of **Principal II (SG 19) and Principal III (SG 20) for Elementary** is now open. Applicants should meet the following minimum qualification standard:

**Principal II (SG 19)-(Vacant, 1 item)**

- 1.1. Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management
- 1.2. Experience: 1 year as Principal
- 1.3. Training: 40 hours of relevant training
- 1.4. Eligibility: RA 1080 (Teacher)

**Principal III (SG 20)-(Vacant, 1 item)**

- 1.5. Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management
- 1.6. Experience: 2 years as Principal
- 1.7. Training: 40 hours of relevant training
- 1.8. Eligibility: RA 1080 (Teacher)

2. Interested qualified 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-labelled folder to the **Schools Division Office, c/o thru the Office of the Administrative Officer IV (Personnel)** on or before 5:00 o'clock in the afternoon of **June 15, 2021**:

- 2.1 Application letter (Addressed to the Schools Division Superintendent)
- 2.2 Personal data Sheet (CS Form 212) Certified Photo copies of:
  - 2.2.1. Updated Service Records
  - 2.2.2. Performance Rating for the last three (3) years
  - 2.2.3. Transcript of Records/Special Order
  - 2.2.4. Latest Appointment
  - 2.2.5. Certificate Attesting Outstanding Accomplishments/Awards/Recognition Received
  - 2.2.6. Certificates of Relevant Training attended
  - 2.2.7. Certificates of Eligibility/Eligibility Rating
  - 2.2.8. Other documents relevant to the position applied for

3. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **June 15, 2021**. 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 documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.

5. The criteria for ranking is based on DepED Order No. 42, s. 2007 (*Revised Guidelines on Selection, Promotion and Designation of School Heads*):

Performance	-	30 pts.
Experience	-	10 pts.
Meritorious/Outstanding Accomplishment	-	30 pts.
Education and Training	-	20 pts.
Potential	-	5 pts.
Psycho-social Attributes and Personality Traits	-	<u>5 pts.</u>
TOTAL	-	100 pts.

6. The schedule of the evaluation of documents, interview and written test will be on June 16 & 17, 2021.

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

8. 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.

9. Immediate dissemination of this memorandum is desired.

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

JUN 10 2021

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

