



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

June 28, 2021

DIVISION MEMORANDUM

No. 118, s. 2021

2021-2022 RANKLIST FOR ASSISTANT PRINCIPAL II AND ADMINISTRATIVE OFFICER II POSITIONS

- To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
- The 2021-2022 Perpetual Rank list for Assistant Principal II and Administrative Officer II positions is now being updated, to wit:
 - Assistant Principal II (SG 19) (SDO-SHS)**
 - Administrative Officer II (SG 11)**
 - Applicants should meet the following minimum qualification standards:

Position	SG	Education	Experience	Training	Eligibility
Assistant Principal II (Senior High School)	19	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	2 years relevant experience	Eight (8) hours of relevant training	RA 1080
Administrative Officer II	11	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

- Interested **qualified applicants** (regardless of sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances) who meet the basic requirements for the above-mentioned positions should submit the following documents in a properly-labelled folder to the **Schools Division Office thru the Office of the Administrative Officer IV (Personnel)** on or before 5:00 o'clock in the afternoon of **July 5, 2021**:

- Application letter (Addressed to the Schools Division Superintendent)
- Personal data Sheet (CS Form 212)
- Certified Photo copies of:
 - Updated Service Records
 - 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 **July 2, 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. **For those applicants who have already submitted their documents (folders) but wish to update the same, they should do so before the deadline set in item No. 3 above.**

5. An Omnibus Sworn Certification of the applicants stating that all documents submitted are authentic copies of the original, complete and all statements therein are true and correct must be attached. Original documents must be presented during the evaluation and deliberation process for verification purposes.

7. The schedule of the evaluation of documents, interview and written test for Administrative Officer II will be on **July 8, 2021**, while that for Principal II will be on **July 9, 2021**, 9 a.m. at DepEd Multi-Purpose Hall.

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

9. 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.

10. Immediate dissemination of this memorandum is desired.


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

