



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

November 15, 2021

DIVISION MEMORANDUM

No. 257, s. 2021

**PERPETUAL RANKING OF QUALIFIED APPLICANTS FOR THE POSITION OF
SECONDARY SCHOOL PRINCIPAL II (SG 20) AND PRINCIPAL III (SG 21)**

To: OIC 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 perpetual ranking for the position of **Principal II (SG 20) and Principal III (SG 21) for Secondary** is now open. Applicants should meet the following minimum qualification standard:

Principal II (SG 20) Qualification Standard (QS) per DO No: 39, s. 2007

- 1.1. Education: Bachelor's degree in Secondary 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 21) Qualification Standard (QS) per DO No: 39, s. 2007

- 1.1. Education: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management
- 1.2. Experience: 2 years as Principal
- 1.3. Training: 40 hours of relevant training
- 1.4. 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 **November 22, 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 **November 19, 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. 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.

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 **November 24, 2021, 9:00 am at DepEd Multi-Purpose Hall**.


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.

For:

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


ATTY. JOSEPH A. ITURRALDE
Attorney III
Officer In-Charge

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



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