



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

06 AUG 2025

**DIVISION MEMORANDUM**

No. **358**s. 2025

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT  
SCHOOL HEAD AND DEPARTMENT HEAD POSITIONS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary Schools  
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for School Head and Department Head positions in elementary and secondary schools. Submission of folders shall be through the Records Section, this Division from **August 7, 2025 to 5:00 o'clock in the afternoon of August 18, 2025.**

2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, duties and responsibilities, and checklist of documentary requirements are found in Enclosures No. 1-6.

3. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.

4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled **"Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**.

5. Interested applicants shall submit the following documentary requirements (one folder per position) on or before the deadline indicated above, to wit:

- a. Original Letter of intent specifying the desired position and school where the vacancy exist, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
- b. Original Duly accomplished and subscribed Personal Data Sheet (CSC Form 212, Revised 2017) and Work Experience Sheet, if applicable;
- c. Photocopy of **valid and updated** PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;



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- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of **approved** Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), subscribed before an officer authorized to administer the oath (Enclosure No.5), **to be attached on the first page of application documents**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment.
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

**Applicants who failed to submit the complete mandatory documents (items 5.a to 5.j) on the set deadline shall not be included in the pool of applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants (paragraph no. 21 of DO No. 007 s. 2023). **No new or additional documents will be accepted after the deadline.**

6. The assessment of these positions shall be based on the criteria per Enclosure No. 3 of DepEd Order No. 007 s. 2023:

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;





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- g. Application of Learning and Development (L&D) acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

7. All documents must be orderly arranged based on the Checklist of Requirements (Annex C) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Head Teacher I (Elementary & Secondary) - White
- b. Head Teacher II (Elementary & Secondary) – Green
- c. Head Teacher III (Elementary & Secondary) - Red
- d. Head Teacher IV (Secondary) - Orange
- e. Head Teacher V (Secondary) – Pink
- f. Principal I (Elementary & Secondary) - Yellow
- g. Principal II (Elementary & Secondary) - Blue
- h. Principal III (Elementary & Secondary) - Purple
- i. Principal IV (Elementary & Secondary) - Gray

The front cover of each folder should contain information such as:

- a. Applicant's Name
- b. Address
- c. Position, Level, and Preferred Place of Assignment
- d. Contact Number

Each document must have a **page number at the bottom (E.g.: Page 1 of 30)** to ensure no additional documents will be inserted after the submission.

8. All applicants are required to register and encode pertinent information per application using the link <https://bit.ly/JoinMeNonTeaching>. Upon registration, a confirmation message with a link will be shown to generate the application code. The unique **application code** will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.

9. Applicants are enjoined to strictly observe these guidelines in the submission of documents related to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. ***Any false and fraudulent documents submitted shall be ground for disqualification.***

10. Scanned copies of the application documents should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.

11. Qualified applicants will be notified to undergo the interview, written examination, and ICT skills demonstration through email and/or messenger/text message which will be announced later. Applicants must bring their laptop, extension cord and own pocket or portable wi-fi on this scheduled day.



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12. Applicants must bring their original documents during the open ranking for verification purposes and determination of authenticity of all documents being presented.
13. The period covered for creditable points for outstanding accomplishments, awards, participation in training/ seminar, etc. is from the date of the last promotion up to **August 18, 2025**.
14. Applicants who wish to retain their previous ranking score (only outstanding accomplishments, application of education, application of learning and development, and potential) must signify their intent in writing and attach a copy of Individual Evaluation Sheet (IES).
15. Expenses of the Division HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
16. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order (No.007 s. 2023)

To be indicated in the Perpetual Index  
Under the following subjects:

EVALUATION      RANKING      RECRUITMENT      SELECTION



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Enclosure No. 1 to SDM No. 358 2025

**LIST OF VACANT POSITION**

**Elementary**

Position	Number of Items	Place of Assignment
Head Teacher I	2	Division of Capiz – Elementary School
Head Teacher II	4	Division of Capiz – Elementary School
Head Teacher III	9	Division of Capiz – Elementary School
Principal I	7	Division of Capiz – Elementary School
Principal II	7	Division of Capiz – Elementary School
Principal III	4	Division of Capiz – Elementary School
Principal IV	1	Division of Capiz – Elementary School

**Secondary**

Position	Number of Items	Subject Areas/ Specialization	Place of Assignment
Head Teacher I	2	Open	Ivisan NHS
		Open	Panitan NHS
Head Teacher II	2	Open	David Moises NHS
		Open	Arturo Jugo NHS
Head Teacher III	5	School Head	Basiao NHS
		Open	Feliciano Yusay Consing NHS
		Open	Feliciano Yusay Consing NHS
		Open	Pontevedra NHS
		Open	San Nicolas NHS - Tapaz
Head Teacher IV	2	Open	Feliciano Yusay Consing NHS
		Open	Tuburan NHS
Head Teacher V	1	Open	Capiz NHS

Position	Number of Items	Place of Assignment
Assistant Principal II	4	Division of Capiz - SHS
Principal I	3	Candelaria NHS
		Maindang NHS
		Mianay NHS
Principal II	5	David Moises NHS
		Jagnaya NHS



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		Mambusao NHS
		Mambusao East NHS
		Putian NHS
Principal III	3	Bungsuan NHS
		Commissioner Luis R. Asis NHS
		Felix Balgos NHS



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Enclosure No. 2 to SDM No. 358S. 2025

**APPROVED CSC QUALIFICATION STANDARD (QS)**

**Elementary**

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<b>Head Teacher I</b>	<b>14</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
<b>Head Teacher II</b>	<b>15</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
<b>Head Teacher III</b>	<b>16</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
<b>Principal I</b>	<b>19</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year experience in any of the following: learning area coordination, subject area supervision, school management and	RA 1080 as amended (Teacher)



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				operations, instructional supervision	
<b>Principal II</b>	<b>20</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080 as amended (Teacher)
<b>Principal III</b>	<b>21</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080 as amended (Teacher)
<b>Principal IV</b>	<b>22</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 18 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 4 years experience in school management and operations	RA 1080 as amended (Teacher)





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**Secondary**

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<b>Head Teacher I</b>	<b>14</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field in specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
<b>Head Teacher II</b>	<b>15</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field in specialization	24 hours of relevant training	HT for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
<b>Head Teacher III</b>	<b>16</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field in specialization	24 hours of relevant training	HT for 2 year; or Teacher for 5 years	RA 1080 (Teacher)
<b>Head Teacher IV</b>	<b>17</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field in specialization	24 hours of relevant training	HT for 3 years; or Master Teacher for 2 years	RA 1080 (Teacher)



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<b>Head Teacher V</b>	<b>18</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field in specialization	24 hours of relevant training	HT for 4 years; or Master Teacher for 3 years	RA 1080 (Teacher)
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<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<b>Principal I</b>	<b>19</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080 as amended (Teacher)
<b>Principal II</b>	<b>20</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080 as amended (Teacher)



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<b>Principal III</b>	<b>21</b>	Master's Degree in Education; or Educational Management; or Educational Leadership; or Master's Degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	RA 1080 as amended (Teacher)
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Enclosure No. 3 to SDM No. 358s. 2025

**POINT SYSTEM FOR EVALUATIVE ASSESSMENT**  
**(School Administration Positions)**

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	15
<b>Total</b>	<b>100</b>



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Enclosure No. 4 to SDM No. 358 s. 2025

**TIMELINE**

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
August 7 to August 18, 2025; 8:00am to 5:00pm	Submission of Application of Documents (Hardcopy) to the <b>Division Office</b>	Division Office – Records Section	Applicants  Records Section Staff
August 19 to August 21, 2025	Conduct of Initial Evaluation Based on Qualification Standards (QS)	Division Multi-Purpose Hall	District/School Sub-Committee  HRMO & Division HRMPSB Secretariat
August 22, 2025	Issuance/ Posting of List of Qualified Applicants based on IER	Division Office/ Email	HRMPSB Secretariat
August 28 to August 29, 2025	Schedule of Written Test, Skill Test, Work Sample Test, & Interview	Division Multi-Purpose Hall	HRMPSB Secretariat
September 1 – September 3, 2025	Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
September 4-5, 2025	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
September 10, 2025	Posting of the CAR-RQA of Applicants		Division HRMPSB & Secretariat