



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

DIVISION MEMORANDUM
No. **220** s. 2026

JUN 01 2026

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

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

1. This Office announces the recruitment, evaluation, and selection of applicants for School Principal positions in elementary and secondary schools. Submission of folders shall be through the Records Section, this Division from **June 1, 2026 to 5:00 o'clock in the afternoon of June 10, 2026.**
2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline of activities, and checklist of documentary requirements are found in Enclosures No. 1-5, respectively.
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 exists, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2025) 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;
 - 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;



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

- 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.

Principal I applicants are requested to attach Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH), National Assessment for School Heads (NASH) or Principal's Test).

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



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

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. Principal I (Elementary) - Red
- b. Principal II (Elementary) – Green
- c. Principal III (Elementary) - Pink
- d. Principal IV (Elementary)- Brown
- e. Principal I (Secondary) - Yellow
- f. Principal II (Secondary) - Blue
- g. Principal III (Secondary) - Purple
- h. Principal IV (Secondary) - Gray

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

- a. Applicant's Name
- b. Address
- c. Position, Level, and Preferred School (for Secondary)
- 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.

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 **June 10, 2026**.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

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



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 1 to SDM No. 220 s. 2026

LIST OF VACANT POSITION

Elementary

| Position | Number of Items | Place of Assignment |
|---------------|-----------------|---------------------------------------|
| Principal I | 10 | Division of Capiz – Elementary School |
| Principal II | 6 | Division of Capiz – Elementary School |
| Principal III | 2 | Division of Capiz – Elementary School |
| Principal IV | 1 | Division of Capiz – Elementary School |

Secondary

| Position | Number of Items | Place of Assignment |
|---------------|-----------------|---------------------------------|
| Principal I | 2 | Ishmael B. Orillos NHS |
| | | Mayor Ramon A. Benjamin Sr. NHS |
| Principal II | 1 | San Nicolas NHS – Pilar |
| Principal III | 2 | San Nicolas NHS – Tapaz |
| | | Marciano M. Patricio NHS |
| Principal IV | 1 | Panitan NHS |



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 2 to SDM No. 220 s. 2026

APPROVED CSC QUALIFICATION STANDARD (QS)

| Position Title | SG | Education | Training | Experience | Eligibility |
|-----------------------|-----------|---|---|--|------------------------------|
| Principal I | 19 | 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) |
| Principal II | 20 | 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) |
| Principal III | 21 | Master's Degree in Education; or Educational Management; or Educational Leadership; or | 40 hours of training in any of or a cumulative of the following: | 5 years teaching experience and 3 years experience in school | RA 1080 as amended (Teacher) |



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

| | | | | | |
|---------------------|-----------|---|---|--|------------------------------|
| | | Master's Degree in relevant learning area with at least 15 units in Management | Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years | management and operations | |
| Principal IV | 22 | 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) |



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 3 to SDM No. 220s. 2026

**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 |
| Total | 100 |



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Enclosure No. 4 to SDM No. 220 s. 2026

TIMELINE OF ACTIVITIES

| DATE | ACTIVITIES | VENUE | PERSONNEL INVOLVED |
|--|---|-----------------------------------|---|
| June 1 to June 10, 2026; 8:00am to 5:00pm | Submission of Application of Documents (Hardcopy) to the Division Office | Division Office – Records Section | Applicants Records Section Staff |
| June 11 to June 25, 2026 | Conduct of Initial Evaluation Based on Qualification Standards (QS) | Division Multi-Purpose Hall | District/School Sub-Committee HRMO & Division HRMPSB Secretariat |
| June 26, 2026 | Issuance/ Posting of List of Qualified Applicants based on IER | Division Office/ Email | HRMPSB Secretariat |
| June 29 to July 3, 2026 | Schedule of Written Test, Skill Test, Work Sample Test, & Interview | Division Multi-Purpose Hall | HRMPSB Secretariat |
| July 6 to July 8, 2026 | Open Ranking System | Division Multi-Purpose Hall | Division HRMPSB & Secretariat |
| July 9 to July 16, 2026 | Preparation of Final CAR-RQA of Applicants | Office of the ASDS | Division HRMPSB & Secretariat |
| July 17, 2026 | Posting of the CAR-RQA of Applicants | | Division HRMPSB & Secretariat |

Note: The Division HRMPSB may adjust the timeline based on their needs or availability. Applicants are requested to check their registered email address or the SDO Capiz Personnel Section Facebook page for announcements.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

| Basic Documentary Requirement | Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i> | Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> | |
|---|--|---|---------|
| | | Status of Submission <i>(Check if complied)</i> | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer | | | |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 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 | | | |
| 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 the Performance Ratings in the last rating period(s) covering one (1) year performance 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 | | | |
| k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment | | | |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled | | | |

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.