



DIVISION MEMORANDUM

No. 156 s.2021

TO:

Chief Education Supervisors
 Education Program Supervisors
 Elementary/Secondary School Heads
 Section Heads
 All Other Concerned

From:

DR. GORGONIO G. DIAZ JR., CESO V
 Schools Division Superintendent

Subject:

RANKING OF APPLICANTS FOR VACANT PRINCIPAL POSITIONS

Date:

APRIL 30, 2021

1. This office announces the acceptance of application for School Principal I, II, III, IV (Elementary and Secondary) which will start on April 28, 2021 to be submitted to the Division HRMO.
2. Applicants must meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
School Principal I (Elementary)	19	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	Head Teacher for 1 year or Teacher – In – charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080
School Principal I (Secondary)	19	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units	Head Teacher for 1 year or Teacher – In – charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080
School Principal II (Elementary)	20	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080
School Principal II (Secondary)	20	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080
School Principal III (Elementary)	21	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional	2 years as Principal	40 hours of relevant training	RA 1080





		units plus 6 units of Management			
School Principal III (Secondary)	21	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units plus 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080
School Principal IV (Elementary)	22	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units plus 6 units of Management	Three (3) years as Principal	40 hours of relevant training	RA 1080
School Principal IV (Secondary)	22	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units plus 6 units of Management	Three (3) years as Principal	40 hours of relevant training	RA 1080

3. Applicants shall submit in two (2) copies in two folders (**1 original/authenticated and 1 photocopied**) to the Office of the Assistant Schools Division Superintendent through the Human Resource Management Officer with all documentary requirements properly arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for
- b. CSC Form 212 (revised 2017) properly completely filled-up with the latest passport pictures
- c. Eligibility Rating / Certificate of Eligibility
- d. Transcript of Records
- e. Service Records/Certificate of Employment/Special Order of Assignment
- f. Performance Ratings for the last 3 rating periods
- g. Certificate of Trainings attendant/ relevant to the position being applied/certificate of specialized trainings
- h. Certificates and other documents relevant to the position applied for claims of outstanding accomplishments.

4. The schedule of the selection process is as follows:

5. Submission and Acceptance of Application @ the Division Human Resource and Management Office	April 28 – May 12, 2021
Interview of Applicants	May 19, 20, and 21, 2021
Finalization and Posting of Rank list	May 28, 2021

6. **Important reminder: Incomplete and late submission of documents shall no longer be entertained /accepted after the deadline.**

7. **Immediate dissemination of and compliance** with this Memorandum is desired.

