



Republic of the Philippines  
**Department of Education**  
 REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

May 5, 2023

DIVISION MEMORANDUM

No. 007, s. 2023

**CALL FOR APPLICATION FOR PRINCIPAL I, II, III, IV,  
 HEAD TEACHER I, II, III, IV, V, VI AND  
 OTHER NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 Section Heads  
 All Other Concerned

- In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this office hereby announces the **Call for Application for Principal I, II, III, IV, Head Teacher I, II, III, IV, V, VI and Other Non-Teaching positions** in this Schools Division adhering to the principle of the Open Ranking System/One Stop Shop Evaluation Process.
- DepEd Northern Samar provides equal opportunity for employment/promotion. Thus, anyone who is qualified, irrespective of age, race, ethnicity, religious affiliations, gender preference and disability, is encouraged to apply.
- The following are the Non-Teaching and Teaching-Related vacant positions:

**ELEMENTARY**

<b>TEACHING-RELATED POSITIONS</b>	No. of Vacant Positions
School Principal IV	1
School Principal II	1
School Principal I	22
Head Teacher I	6
<b>Total</b>	<b>30</b>



**ELEMENTARY**

<b>NON-TEACHING POSITIONS</b>	<b>No. of Vacant Positions</b>
Education Program Supervisor	1
Administrative Officer II	1
Administrative Assistant III	9
Administrative Assistant II	1
<b>Total</b>	<b>12</b>

**SECONDARY**

<b>TEACHING-RELATED POSITIONS</b>	<b>No. of Vacant Positions</b>
School Principal II	3
School Principal I	1
Head Teacher III	3
Head Teacher II	1
Head Teacher I	2
<b>Total</b>	<b>10</b>

**SECONDARY**

<b>NON-TEACHING POSITIONS</b>	<b>No. of Vacant Positions</b>
Senior Bookkeeper	3
Administrative Assistant III	1
Administrative Assistant II	1
Guidance Counselor I	4
Security Guard I	1
<b>Total</b>	<b>10</b>

**SENIOR HIGH SCHOOL**

<b>TEACHING-RELATED POSITIONS</b>	<b>No. of Vacant Positions</b>
Assistant Principal II	7
<b>Total</b>	<b>7</b>

**SENIOR HIGH SCHOOL**

<b>NON-TEACHING POSITIONS</b>	<b>No. of Vacant Positions</b>
Administrative Officer II	1
Registrar I	1
Administrative Assistant II	5
Guidance Counselor II	30
<b>Total</b>	<b>37</b>

<b>Mondragon Agro-Industrial High School</b>	<b>No. of Vacant Positions</b>
Head Teacher III	1

<b>Catubig Valley National High School</b>	No. of Vacant Positions
Guidance Counselor I	1
<b>Capul Agro-Industrial High School</b>	No. of Vacant Positions
Guidance Counselor III	1
Administrative Aide III	1
Watchman I	1
<b>San Isidro Agro-Industrial High School</b>	No. of Vacant Positions
Guidance Counselor III	1
Administrative Aide VI	1
Farm Worker I (CT)	1
<b>Basilio B. Chan Memorial Agricultural and Industrial School</b>	No. of Vacant Positions
Guidance Counselor I	1
Administrative Aide III	1
<b>Allen National High School</b>	No. of Vacant Positions
Guidance Counselor I	1
<b>Bobon School for Philippine Craftsmen</b>	No. of Vacant Positions
Head Teacher III	1
School Librarian III	1
<b>Eladio T. Balite Memorial School of Fisheries</b>	No. of Vacant Positions
Guidance Counselor I	1
School Librarian I	1
<b>Catarman National High School</b>	No. of Vacant Positions
Head Teacher I	1
<b>Gala Vocational School</b>	No. of Vacant Positions
Guidance Counselor I	1
School Librarian I	1
<b>DJFANHS (San Roque National High School)</b>	No. of Vacant Positions
Guidance Counselor I	1

<b>San Antonio Agricultural and Vocational School</b>	No. of Vacant Positions
Nurse II	1
Guidance Counselor III	1
Farm Worker I (CT)	2

<b>San Roque-Pambujan Vocational High School</b>	No. of Vacant Positions
Administrative Aide IV	1

<b>San Jose Technical High School</b>	No. of Vacant Positions
Guidance Counselor I	1
Administrative Aide I	1

<b>Sumuroy Agro-Industrial School</b>	No. of Vacant Positions
Guidance Counselor II	1

4. Applicants must meet the following Qualification Standards.

<b>Position Title</b>	<b>SG/ Level</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirement</b>	<b>Eligibility</b>
<b>For Elementary Schools</b> Principal I	19/1	Bachelor's Degree in Elementary Education: or Bachelor's degree w/ 18 professional education units	HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal II	20/1	Bachelor's Degree in Elementary Education: or Bachelor's degree w/ 18 professional education units + 6	1 year as Principal	40 hours of relevant training	RA 1080 (Teaching)

		units of Management			
Principal III	21/1	Bachelor's Degree in Elementary Education: or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teaching)
Principal IV	22/1	Bachelor's Degree in Elementary Education: or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 years as Principal	40 hours relevant training	RA 1080 (Teaching)
<b>For Secondary Schools</b> Principal I	19/1	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 professional education units	HT for 1 year or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal II	20/1	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 professional education units + 6	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

		units of Management			
Principal III	21/1	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	22/1	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)

Position Title	SG/Level	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
<b>For Elementary Schools</b> Head Teacher I	14/1	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Teacher-in-Charge (TIC) for 1 year, or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	15/1	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18	Head Teacher (HT) for 1 year or TIC for 1 year or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)

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

Head Teacher III	16/1	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	17/1	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years or Master Teacher (MT) for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	18/1	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years or Master Teacher (MT) for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	19/1	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with	HT for 5 years or Master Teacher (MT) for 4 years	24 hours of relevant training	RA 1080 (Teacher)



		appropriate field of specialization			
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<b>Position Title</b>	<b>SG/L level</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirement</b>	<b>Eligibility</b>
Education Program Supervisor	22/1	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Preferably MAPEH)	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Nurse II	16/1	Bachelor of Science in Nursing	1-year relevant experience	4 hours relevant training	RA 1080 (Registered Nurse)
Registrar I	11/1	Bachelor's Degree	None required	None required	Career Services (Professional)/Second Level Eligibility
Administrative Officer II	11/1	Bachelor's degree relevant to the job	None required	None required	Career Services (Professional)/Second Level Eligibility
Senior Bookkeeper	9/1	Completion of two-year studies in college	1-year relevant experience	4 hours of relevant training	Career Services (Sub professional) First Level Eligibility
Administrative Assistant III	9/1	Completion of two-year studies in college or High School Graduate with relevant	1-year relevant experience	4 hours of relevant training	Career Services (Sub professional) First Level Eligibility

		vocational/ trade course			
Administrative Assistant II	8/1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1-year relevant experience	4 hours of relevant training	Career Services (Sub professional) First Level Eligibility
Administrative Aide VI	6/1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service Sub-Professional (First Level Eligibility)
Administrative Aide III	3/1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service Sub-Professional (First Level Eligibility)
Administrative Aide I	1/1	Must be able to read and write	None required	None required	None required
Security Guard I	3/1	High School Graduate	None required	None required	Security Guard License (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 Cat IV)

5. The Criteria and Point System for Evaluative Assessment are as follows:

**School Administration Positions**

<b>Criteria</b>	<b>Breakdown of Points</b>
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
<b>TOTAL</b>	<b>100</b>

**Related-Teaching Positions**

<b>Criteria</b>	<b>Breakdown of Points</b>		
	SG 11-15	SG 16-23 and SG 27	SG 24
Education	10	10	10
Training	10	10	10
Experience	10	10	10
Performance	20	20	25
Outstanding Accomplishments	10	5	10
Application of Education	10	15	10
Application of Learning and Development	10	10	10
Potential (Written Exam, BEI, Work Sample Test)	20	20	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Non-Teaching Positions**

<b>Criteria</b>	<b>Breakdown of Points</b>	
	SG 1-9	SG 10-22 and SG 27
Education	10	5
Training	10	10
Experience	10	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI, Work Sample Test)	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</b>

6. Applicants shall submit two (2) copies of the documentary requirements **1 original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat completely and properly arranged in the following order:
  - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, OIC – Schools Division Superintendent c/o **Ms. EUNICE V. TARINGTING**, HRMPSB Secretariat, Mobile Number: 0960603646, Payroll Unit, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman N. Samar, 6400, stating the position applied for;
  - b. CSC Form 212 (revised 2017 properly and completely filled-up with the latest passport picture;
  - c. Authenticated Board Rating / Certificate of Eligibility;
  - d. Authenticated Transcript of Records;
  - e. Service Records/Certificate of Employment/Special Order of Assignment;
  - f. Performance Ratings for the last 3 rating periods if any;
  - g. Certificates of Training attended 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, Application of Education and Application of Learning and Development.
  
7. The schedule of selection process is as follows:

Orientation of Applicants	May 12, 2023 (Catarman Gym)
Submission and Acceptance of Application at the Division Human Resource and Management Office	May 15-19, 2023
Posting of shortlisted/qualified applicants	May 22, 2023
Board Hearing	May 23-26, 2023
Deliberation of Results	May 29, 2023
Posting for Verification	May 29-31, 2023
Call for Appointment	June 2, 2023

8. Important reminder: Incomplete and late submission of application requirements shall no longer be entertained after the deadline set by this Memorandum to observe fairness and equity, and to promote merit and fitness. Applicants are advised to wear corporate attire during the Board Hearing.
  
9. Interview, deliberation and evaluation of applicants' documents shall be on an "OPEN RANKING SYSTEM" and the "ONE STOP SHOP" procedure shall be observed so that all concerned applicants will be able to determine their rating immediately after the appraisal of points. However, the initial **results are still subject for review by the Division Human Resource Merit, Promotion and Selection Board prior to the determination of final rating/points earned and the posting of results.**

10. Qualified candidates shall be notified through a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
11. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE, JR., Ph.D., CESO VI**  
OIC- Schools Division Superintendent 

*Enclosures:*

*Enclosure No. 1 The Division Evaluation and Selection Process (One-Stop Shop)*

*Enclosure No. 2 Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for Teaching-Related and Non-Teaching Positions*

*References: ORA OHRA 2018*

*DepEd Order No. 007, s. 2023*

*Division Memorandum 0125, s. 2023*

*To be included in the Perpetual Index under the following subjects:*

*Recruitment, Selection, Hiring HRMPS Non-Teaching Teaching-Related Application*

*Enclosure No. 1 The Division Evaluation and Selection Process (One-Stop Shop)*

**THE DIVISION EVALUATION AND SELECTION PROCESS**

(One-Stop Shop/On-the-Spot Evaluation System)

**FIRST STOP – APPRAISAL OF DOCUMENTS (Catarman Gym)**

1. Applicant approaches the table of the secretariat and registers his/her name on the Registration Form and gets his/her queue number.
2. He/she then proceeds to the appraisers for the evaluation of his/her documents under Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, and Application of Learning and Development.
3. The appraiser gives the points/ratings earned by the applicant in the area evaluated and affixes his/her signature.

**SECOND STOP- Written Examination (Bulwagan Ng Mga Guro)**

1. The HRMPSB Secretariat will administer the written exam for one hour and collect the test booklet to be checked by the assigned HRMPSB member/s.

**THIRD STOP- INTERVIEW (Library Hub Conference Room)**

1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.
2. Applicants shall be rated based on the competencies and standards indicated in DepEd Order No. 007, s. 2023.
3. The Division Human Resource Merit Promotion and Selection Board conducts the interview and evaluates the rating obtained by the applicant.
4. After the interview, the Chair indicates the rating obtained by the applicant on the Evaluation Form and affixes his/her signature.

**LAST STOP – CONSOLIDATION OF POINTS (Bulwagan ng mga Guro)**

- A. The applicant presents his/her document, together with the Evaluation Form, to the Secretariat in-charge to consolidate the total points earned in the different criteria.
- B. The secretariat encodes the name of the applicant in the Master list and the total points earned.
- C. The applicant, before leaving the Division Office, is requested to sign on the Evaluation Form his/her attestation of the result of the Evaluation and Selection Process. However, he/she is made to understand that the result is subject to change should there be errors inadvertently committed in the course of the evaluation process.

*Enclosure No. 2 Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for Teaching-Related and Non-Teaching Positions*

**MEMBERS OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR TEACHING-RELATED AND NON-TEACHING POSITIONS**

Chairperson: **CRISTA JOY C. TORBILA, PhD., CESE**  
Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA**  
Chief, SGOD

**MICHELLE D. CAGUIMBAL**  
Administrative Officer V

**CARMENCITA L. MARTIRES**  
Human Resource Management Officer

Representative of the rank-and-file career employees:

**DEAH A. GAMAO, CPA**  
Accountant III/Representative

**HRM PSB Sub-Committee/ Evaluators per criterion:**

- |  |   |
|--|---|
| A. <b>ALEX B. REJUSO</b>                             | Education   |
| B. <b>OMAR O. TY</b>                                 | Performance   |
| C. <b>ANECITA B. MARZOL</b><br><b>PETER BOBILES</b>  | Training  |
| D. <b>SYLVIA VILLANUEVA</b><br><b>RODEL C. LUTAO</b> | Experience  |
| E. <b>MANUEL LIPATA</b><br><b>FELIX LADEÑO</b>       | Application of Education<br>Application of Learning and Development         |
| F. <b>Outstanding Accomplishments</b>                |   |
| a. <b>NELIDA LUBOS</b><br><b>LUCILA BALONDO</b>      | Awards and Recognitions   |
| b. <b>ELNA D. ENANO</b><br><b>ROBERT ORIAS, JR.</b>  | Research and Innovations  |
| c. <b>JULITO LAGRIMAS</b><br><b>ISAGANI LICAS</b>    | Publication / Authorship  |
| d. <b>EMILY ADRAYAN</b>                              | Resource Speakership/Learning<br>Facilitation / NEAP Accredited Facilitator |