



Republic of the Philippines  
Department of Education  
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

February 22, 2024

DIVISION MEMORANDUM

No. 057, s. 2024

**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

1. 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.
2. Passing the NQESH (National Qualifying Examination for School Heads (NQESH) or Principal's Test is one of the requirements for appointment & reclassification of all aspiring Principal and Assistant Principal positions as per DepEd Memorandum No. 33, s. 2022.
3. 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.
4. The following are the School Administration, Non-Teaching and Teaching-Related vacant positions:

**ELEMENTARY**

<b>SCHOOL ADMINISTRATION POSITIONS</b>	No. of Vacant Positions
School Principal IV	3
School Principal III	5
School Principal II	4



School Principal I	26
Head Teacher III	4
Head Teacher II	4
Head Teacher I	6
<b>Total</b>	<b>52</b>

**ELEMENTARY**

<b>NON-TEACHING POSITIONS</b>	No. of Vacant Positions
Administrative Officer II	1
Administrative Assistant III	15
Administrative Assistant II	7
<b>Total</b>	<b>23</b>

**JUNIOR HIGH SCHOOL (Non-Implementing Unit)**

<b>SCHOOL ADMINISTRATION POSITIONS</b>	No. of Vacant Positions
School Principal II	3
School Principal I	1
Head Teacher VI	1
Head Teacher III	2
Head Teacher I	2
<b>Total</b>	<b>9</b>

**JUNIOR HIGH SCHOOL**

<b>NON-TEACHING POSITIONS</b>	No. of Vacant Positions
Senior Bookkeeper	1
<b>Total</b>	<b>1</b>

**JUNIOR HIGH SCHOOL**

<b>RELATED TEACHING POSITIONS</b>	No. of Vacant Positions
Guidance Counselor I	4
<b>Total</b>	<b>4</b>

**SENIOR HIGH SCHOOL**

<b>SCHOOL ADMINISTRATION POSITIONS</b>	No. of Vacant Positions
School Principal II	1
Assistant Principal II	8
<b>Total</b>	<b>9</b>

**SENIOR HIGH SCHOOL**

<b>NON-TEACHING POSITIONS</b>	No. of Vacant Positions
Project Development Officer I	1
Administrative Assistant II	9
<b>Total</b>	<b>40</b>

**SENIOR HIGH SCHOOL**

<b>RELATED TEACHING POSITIONS</b>	<b>No. of Vacant Positions</b>
Guidance Counselor II	30
<b>Total</b>	<b>30</b>

<b>Mondragon Agro-Industrial High School</b>	<b>No. of Vacant Positions</b>
Head Teacher III	2
Administrative Officer IV	1
Administrative Officer I	1
Administrative Assistant II	1

<b>Catubig Valley National High School</b>	<b>No. of Vacant Positions</b>
Guidance Counselor I	1

<b>Capul Agro-Industrial High School</b>	<b>No. of Vacant Positions</b>
Guidance Counselor III	1
Administrative Aide III	1

<b>San Isidro Agro-Industrial High School</b>	<b>No. of Vacant Positions</b>
Guidance Counselor III	1

<b>Basilio B. Chan Memorial Agricultural and Industrial School</b>	<b>No. of Vacant Positions</b>
Guidance Counselor I	1
Accountant I	1
Administrative Aide I	1
Security Guard I	1

<b>Allen National High School</b>	<b>No. of Vacant Positions</b>
Guidance Counselor I	1
Senior Bookkeeper	2
Disbursing Officer II	1

<b>Bobon School for Philippine Craftsmen</b>	<b>No. of Vacant Positions</b>
Head Teacher III	1
Head Teacher I	1
School Librarian III	1
Administrative Aide IV	1
Administrative Aide I	1

<b>Eladio T. Balite Memorial School of Fisheries</b>	<b>No. of Vacant Positions</b>
Guidance Counselor I	1
School Librarian I	1

<b>Gala Vocational School</b>	<b>No. of Vacant Positions</b>
School Principal IV	1
Head Teacher I	1

Guidance Counselor I	1
School Librarian I	1
Administrative Aide III	1

<b>DJFANHS (San Roque National High School)</b>	No. of Vacant Positions
Head Teacher II	1
Guidance Counselor I	1

<b>San Antonio Agricultural and Vocational School</b>	No. of Vacant Positions
School Principal III	1
Guidance Counselor III	1

<b>San Roque-Pambujan Vocational High School</b>	No. of Vacant Positions
Accountant I	1

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

<b>Sumuroy Agro-Industrial School</b>	No. of Vacant Positions
Guidance Counselor II	1
Administrative Assistant III	1
Watchman I	1

<b>Mapanas Agro Industrial High School</b>	No. of Vacant Positions
Senior Bookkeeper	1

5. Applicants must meet the following Qualification Standards.

Position Title	SG/ Level	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
<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	1 year as Principal	40 hours of relevant training	RA 1080 (Teaching)

		professional education units + 6 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> Assistant Secondary School Principal II (SHS)	19/1	Bachelor's Degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years relevant experience	8 hours of relevant training	RA 1080
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 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
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 professional education units	Head Teacher (HT) for 1 year or TIC 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 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 appropriate field of specialization	HT for 5 years or Master Teacher (MT) for 4 years	24 hours of relevant training	RA 1080 (Teacher)



<b>Position Title</b>	<b>SG/L level</b>	<b>Educational Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirement</b>	<b>Eligibility</b>
Administrative Officer IV	15/1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	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
Administrative Officer I	10/1	Bachelor's Degree relevant to the job	None required	None required	Career Services (Professional)/Second Level Eligibility
Accountant I	12/1	Bachelor's Degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)
Project Development Officer I	11/1	Bachelor's degree relevant to the job	None required	None required	Career Services (Professional)/Second Level Eligibility
Guidance Counselor I	11/1	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor II	12/1	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor III	13/1	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
School Librarian I	11/1	Bachelor of Library Science or Information Science or any Bachelors' degree major in Library Science or Information Science	None required	None required	RA 1080

School Librarian III	13/1	Bachelor of Library Science or Information Science or any Bachelors' degree major in Library Science or Information Science	2 years relevant experience	8 hours of relevant training	RA 1080
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 vocational/ trade course	1-year relevant experience	4 hours of relevant training	Career Services (Sub professional ) First Level Eligibility
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
Disbursing Officer II	8/1	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility
Administrative Aide IV	4/1	***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 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)
Watchman I	02/1	Elementary School Graduate	None required	None required	None required (MC 11 s. 1996, as amended by CSC MC 10, s. 2013 Category III)

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

**School Administration Positions**

Criteria	Breakdown of Points
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**

Criteria	Breakdown of Points		
	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**

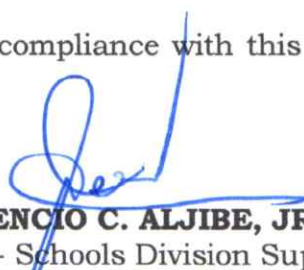
Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
Education	5	5	5	10
Training	5	5	10	5
Experience	20	20	15	15
Performance	10	20	20	20
Outstanding Accomplishments	5	10	10	10
Application of Education	-	10	10	10
Application of Learning and Development	-	10	10	10
Potential (Written Exam, BEI, Work Sample Test)	55	20	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</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:
- 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. MARBE ANN S. CAGRO**, HRMO Personnel, Mobile Number: 0912-0472604, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman N. Samar, 6400, stating the position applied for;
  - Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
  - Photocopy of valid and updated PRC License/ID, if applicable;
  - Photocopy of Certificate of Eligibility/Rating, if applicable;
  - Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees, if available;
  - Photocopy of Certificate/s of Training, if applicable;
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - Photocopy of latest appointment, if applicable;
  - Photocopy of 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;
  - 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), using the attached form (Annex C), notarized by authorized official; and
  - Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
    - Mean of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
7. The schedule of selection process is as follows:

Orientation of Applicants	February 26, 2024 (Catarman Gym)
Submission and Acceptance of Application at the Division Human Resource and Management Office	March 4-8, 2024
Initial Evaluation	March 11-22, 2024
Submission of Initial Evaluation Result	March 25, 2024
HRMPSB Deliberation of Initial Evaluation Result	March 26, 2024
Posting of Initial Evaluation Result	March 27, 2024
Board Hearing	April 4-5, 8, 11-12, 2024

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. **Applicants** who want to **retain** their **rating** from last year's approved **Comparative Assessment Result (CAR)** must submit a letter signifying their intent during the designated submission period. Those aiming to **update** their rating must also **attach supporting documentation.**
11. 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.
12. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE, JR., PhD., 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

**DepEd Northern Samar**  
**RELEASED**

By: 

Date: 2-22-24 10:10

*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: **REY F. BULAWAN, EdD**  
Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA**  
Chief, SGOD  
**SYLVIA D. VILLANUEVA**  
OIC-Chief, CID  
**MICHELLE D. CAGUIMBAL**  
Administrative Officer V  
**CARMENCITA L. MARTIRES**  
Human Resource Management Officer  
**ROBERT T. ORIAS**  
Senior Education Program Specialist/NEU President

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

- |    |   |   |
|----|---|---|
| A. | <b>ALEX B. REJUSO</b><br><b>MARIBEL A. FORMARAN</b> | Education   |
| B. | <b>OMAR O. TY</b><br><b>FRANCISCO BOTAIRE JR.</b>   | Performance   |
| C. | <b>PETER R. BOBILES</b><br><b>PEPITO SALDO</b>      | Training  |
| D. | <b>JULITO LAGRIMAS</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>NESTOR ADA</b>            | Awards and Recognition  |
| b. | <b>ELNA D. ENANO</b><br><b>JOCELYN ACEBUCHE</b>     | Research and Innovation   |
| c. | <b>LUCILA BALONDO</b><br><b>GEROLDO LOBOS</b>       | Subject Matter Expert / Membership in National<br>Technical Working Groups (TWGs) or Committees |
| d. | <b>EMILY ADRAYAN</b>                                | Resource Speakership/Learning Facilitation  |
| e. | <b>JOEL SALOR</b>                                   | NEAP Accredited Facilitator   |