



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

June 21, 2024

DIVISION MEMORANDUM

No. 185, s. 2024

ADDENDUM TO DIVISION MEMORANDUM 179, s. 2024 AND CALL FOR APPLICATIONS FOR PRINCIPAL I-III, HEAD TEACHER I-III & VI, CHIEF EDUCATION SUPERVISOR, PROJECT DEVELOPMENT OFFICER II, REGISTRAR I, ADMINISTRATIVE OFFICER I, ADMINISTRATIVE OFFICER IV, ADMINISTRATIVE ASSISTANT II-III, SCHOOL LIBRARIAN I AND WATCHAMAN I

To: Assistant Schools Division Superintendent
 Human Resource Merit, Promotion, and Section Board
 District/School Heads
 Office/Unit 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 Applicants the following positions:

Elementary Level

School Administration Positions	Salary Grade	No. of Vacancies
School Principal I	19	4
Head Teacher I	14	2
Total		6

Non-Teaching

Chief Education Supervisor	24	1
Project Development Officer II	15	1
Administrative Officer IV	15	1
Administrative Assistant III	9	1
Administrative Assistant II	8	2
Total		6

Junior High School Level (Non-Implementing Unit)

School Administration Positions		
School Principal II	20	1
School Principal I	19	3
Head Teacher I	14	3
Total		7



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Senior High School Level

Non-Teaching

Registrar I	11	1
Administrative Assistant II	8	2
Total		3

Junior High School Level (Implementing Unit)

School Administration Positions

School Principal III	21	1
Head Teacher VI	19	1
Head Teacher III	16	1
Head Teacher II	15	1
Total		4

Non-Teaching

Administrative Officer I	10	2
Administrative Assistant II	8	1
School Librarian I	11	1
Watchman I	2	1
Total		5

2. 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.
3. Applicants must meet the following Qualification Standards (QS).

Position Title	SG	Educational	Experience	Training	Eligibility
For Elementary Schools Principal I	19/1	Bachelor's Degree in Elementary Education or bachelor's degree w/ 18 professional education units	HT for 1 year or Teacher-in-Charge (TIC) for 2 years or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
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)
For Secondary Schools Principal I	19/1	Bachelor's Degree in Secondary Education or bachelor's degree w/ 18 professional education units	HT for 1 year or Teacher-in-Charge 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 plus 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 plus 6 units of Management	2 years as Principal	40 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-in-Charge 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-in-Charge for 2 years or Teacher for 5 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 MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Chief Education Supervisor	24/1	Master's degree in education or other relevant Master's degree	4 years relevant experience involving management and supervision	24 hours of relevant training in management and supervision	RA 1080 (Teacher)

Project Development Officer II	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
Registrar I	11/1	Bachelor's degree	None required	None required	Career Services (Professional) / Second Level Eligibility
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 I	10/1	Bachelor's Degree relevant to the job	None required	None required	Career Services (Professional) / Second Level Eligibility
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
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-year studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility

Watchman I	2/1	Elementary School Graduate	None required	None required	None required (MC 11 s. 1996, as amended by CSC MC 10, s.2013 (Category III))
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4. The criteria and point system for evaluative assessment are as follows:

For School Administration

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
TOTAL	100

For Non-Teaching

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
TOTAL	100	100	100	100

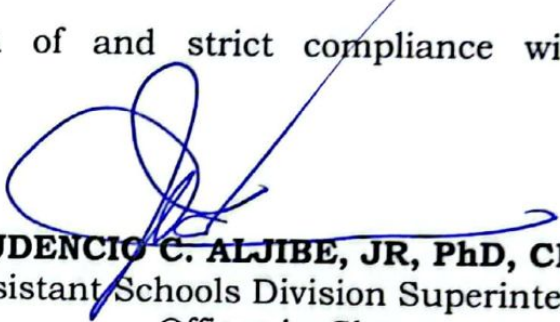
5. The following are the application requirements for **new applicants** to be submitted to the Human Resource Manage Office, this Division, before uploading to in Portable Document Format (PDF) through the Online Application Portal bit.ly/DepEDApplicationPortal2024:

- a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, OIC - Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400, stating the position applied for;
- b. Duly accomplished and notarized PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ ID, if applicable;

- d. Photocopy of Certificate of Eligibility/ Rating, if applicable;
 - e. 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;
 - 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 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), using the attached form (Annex C), notarized by authorized official; 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 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.
6. Applicants who want to **retain** their rating from previous approved Comparative Assessment Result (CAR) are required to upload Portable Document Format (PDF) file copy of the following documents to the Online Application Portal bit.ly/DepEDApplicationPortal2024:
- a. A letter of intent/request for retention of rating;
 - b. Certification of Previous Rating issued by the HRMPSB
 - c. Duly accomplished and notarized Checklist of Requirements and Omnibus Sworn Statement
7. Applicants who want to **update** their rating from previous CAR, are required to upload Portable Document Format (PDF) file copy of the following documents to the Online Application Portal bit.ly/DepEDApplicationPortal2024:
- a. A letter of intent/ request for retention of rating;
 - b. Certification of rating from previous CAR duly signed by the HRMPSB Chairperson;
 - c. Supporting documents to update the criteria;
 - d. Duly accomplished and notarized Checklist of Requirements and Omnibus Sworn Statement.
8. The schedule of selection process is as follows:

Activities	Schedule
Orientation of Applicants	June 28, 2024
Submission and Acceptance of Application at the Division Human Resource Management Office	July 1-5, 2024
Initial Evaluation	July 8-12, 2024
HRMPSB Deliberation of Initial Evaluation Result	July 16, 2024
Posting of Initial Evaluation Result	July 17, 2024
Assessment and Evaluation	July 22-26, 2024

9. 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.
10. 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.
11. Applicants for **Administrative Officer II** positions shall likewise be required to submit application requirements to the Human Resource Manage Office, this Division, before uploading to in Portable Document Format (PDF) through the Online Application Portal **bit.ly/DepEDApplicationPortal2024**.
12. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent