



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

Office of the Schools Division Superintendent

September 17, 2024

DIVISION MEMORANDUM

No. 263, s. 2024

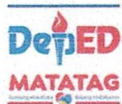
**CALL FOR APPLICANTS FOR VARIOUS SCHOOLS ADMINISTRATION,
TEACHING RELATED AND NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Unit/ Section Heads
Schools/ District Heads
Human Resource Merit, Promotion, and Section Board
All Others 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 Division hereby announces the **Call for Applicants for Various Schools Administration, Teaching Related and Non-Teaching Positions**, as follows:

a. Vacant Schools Administration Positions

Vacant Position / Level	Salary Grade	No. of vacancies
Elementary		
School Principal III	21	1
School Principal II	20	2
School Principal I	19	33
Head Teacher III	16	2
Head Teacher II	15	3
Head Teacher I	14	5
Junior High School- (Non-Implementing Unit & Implementing Unit)		
School Principal II	20	3
School Principal I	19	4
Head Teacher IV	17	2
Head Teacher III	16	2
Head Teacher II	15	2
Head Teacher I	14	5
Senior High School		
School Principal II	20	1
Assistant School Principal II	19	8
Total		73



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Telephone Nos: (055) 500 1020
Email Address: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>

b. Vacant Non-Teaching & Teaching-Related Positions

Vacant Position / Level	Salary Grade	No. of vacancies
Elementary		
Administrative Officer II	11	3
Administrative Assistant III	9	22
Administrative Assistant II	8	12
Education Program Supervisor	22	1
Project Development Officer I	11	1
Junior High School- (Non-Implementing Unit & Implementing Unit)		
Accountant I	12	1
Administrative Officer I (Cashier I)	10	1
Administrative Assistant III	9	5
Administrative Assistant II	8	4
Administrative Aide VI	6	1
Administrative Aide III	3	3
Guidance Counselor III	13	3
Guidance Counselor II	12	1
Guidance Counselor I	11	11
School Librarian I	11	3
Senior High School		
Administrative Assistant II	8	19
Guidance Counselor II	12	30
Project Development Officer I	11	1
Total		122

***Teaching Related Position**

2. The following are the minimum Qualifications Standards for the above positions

a. Vacant School Administration Positions

Position/Level	Education	Experience	Training	Eligibility
Elementary				
School Principal III	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 (Teacher)
School Principal II	Bachelor's degree in Elementary 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)
School Principal I	Bachelor's degree in Elementary Education or bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT)	40 hours of relevant training	RA 1080 (Teacher)

			for 2 years; or Teacher for 5 years		
Head Teacher III	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	
Head Teacher II	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)	
Head Teacher I	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Teacher-in- charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	
Junior High School- (Non-IUs and IUs)					
School Principal II	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)	
School Principal I	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 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 (Teacher)*	
Head Teacher IV	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 3 years; or Master Teacher for 2 years	24 hours of relevant training	RA 1080 (Teacher)	
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	
Head Teacher II	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional	Head Teacher for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)	

	education units with appropriate field of specialization			
Head Teacher I	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Teacher-in-charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Senior High School				
School Principal II	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)
Assistant School Principal II	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 of relevant experience	8 hours of relevant training	RA 1080 (Teacher)

*As per DepEd Regional Memorandum No. AD-2023-331 dated April 14, 2023, referencing DepEd Memorandum DM-OUHROD-2023-0490 dated April 12, 20223 with subject *Appointment of Principal I Position in Relation to the Provision of DepEd Order 007, s. 2023*. Notes that: **aspiring applicants for entry-level school principal position, the applicants' score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or similar standardized examinations nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points). The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test results shall only mean no score under the Written Examination Component.**

b. Vacant Non-Teaching Positions

Position/Level	Education	Experience	Training	Eligibility
Elementary				
Administrative Officer II	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility

Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
Junior High School- (Non-IUs and IUs)				
Accountant I	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (Certified Public Accountant)
Administrative Officer I (Cashier I)	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility
Administrative Aide III (Clerk I)	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility
Guidance Counselor III	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor I	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
School Librarian I	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	None required	None required	RA 1080 (Librarian)
Senior High School				
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility

Guidance Counselor II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

3. Interested and qualified applicants regardless of gender or sexual preference, civil status, age, disability, religion, ethnicity, and membership in any indigenous community are invited to apply.
4. **New applicants** shall submit in one (1) folder with label, **Pertinent Papers for Application for [Position - Level]** enclosed with the following requirements, to wit:
 - 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 – **the letter should indicate the position and level applied for**;
 - b. Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, or Certificate of Eligibility, if applicable;
 - d. Photocopy of Certificate of Rating, for PRC License, if applicable;
 - e. Photocopy of scholastic /academic records 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 Performance Rating or IPCRF 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. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of 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), 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 the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
5. For those applicants want to **retain** their rating from the last CAR RQA, are required to submit the following documents:
 - a. a letter of intent /request for **'retention'** of rating

- b. certification of last CAR RQA rating, and
 - c. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
6. For those applicants who want to **update** their rating from last CAR RQA, are required to submit the following documents:
- a. a letter of intent /request for **'updating'** of rating
 - b. a certification of last CAR RQA rating.
 - c. Supporting documents to update Education, Training, or Experience, and
 - d. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
7. All application folders/documents shall be submitted to the **Division Human Resource Management Office (HRMO)** for initial evaluation, and attestation of the checklist of requirements and Omnibus Sworn Statement (Annex C). After attestation by the HRMO the applicant shall be responsible for the notarization of the Omnibus Sworn Statement (Annex C).
8. The applicants shall be required to upload the duly accomplished Omnibus Sworn Statement at the Online Application Portal using the following link:

<http://bit.ly/OnlineApplication2024>



9. The HRMO shall **refuse acceptance of any application beyond the deadline** set by this Memorandum.
10. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Submission of Applications Interested applicants shall submit his/her complete application documents to the Division Human Resource Management Office (HRMO) for INITIAL EVALUATION	September 23-25, 2024	The applicant
2	The Division HRM Officer/ assigned personnel shall conduct initial evaluation check and verify the documents submitted, and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C.	September 23-25, 2024	Division HRM Officer/ assigned personnel

	After signing the Annex C, the application documents shall be returned to the applicant, to be notarized.		
3	<p>Online Submission of Documents – After Initial Evaluation by HRMO</p> <p>The applicant shall fill up the required information in DepEd Online Application Portal and upload a PDF file of his/her application documents including the fully accomplished and notarized Annex C – Checklist of Requirements and Omnibus Sworn Statement</p>	September 23-25, 2024	The applicant
4	<p>Upon receipt of the applications, an initial evaluation of the applicant's qualifications vis-à-vis CSC-approved qualification standards (QS) for the Teacher I Position.</p> <p>The HRM Officer shall notify all applicants via his/her email of the following:</p> <ol style="list-style-type: none"> a. the assigned application code/application number for the applicant; and b. the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants. c. the schedule of evaluation and assessment of the qualified applicant 	October 1-4, 2024	HRM Officer
5	The HRMO shall prepare and submit a duly signed Initial Evaluation Result (IER) – Annex D to the HRMO after deliberation with the HRMPSB for Posting.	October 7-11, 2024	HRM Officer / HRMPSB and HRMPSB Secretariat

	It shall comprise of List of Qualified and List of Disqualified Applicants, which shall be posted in three (3) conspicuous places in the Division Office.		
6	The HRMPSB shall conduct an Assessment and Evaluation for School Administration and Non-Teaching Personnel.	As scheduled	HRM Officer / HRMPSB and HRMPSB Secretariat and Applicants
7	The HRMPSB shall conduct a final deliberation on the Comparative Assessment Results The HRMPSB Secretariat shall document the process of CAR using the minutes of deliberations Annex H.	As scheduled	HRM Officer / HRMPSB and HRMPSB Secretariat
8	After which the Comparative Assessment Results - Register of Qualified Applicants (CAR-RQA) shall be posted by the HRM Officer in three (3) conspicuous places and the Division Website in the Division for seven (7) days.	As scheduled	HRM Officer

11. The Criteria and point system for evaluative assessment for **School Administration** positions are as follows:

Criteria	Breakdown of Points (SG 16-23 and SG 27)
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishment	10
f. Application of Education	15
g. Application of L&D	10
h. Potential (Written Test, BEI)	15
Total	100

12. The Criteria and point system for evaluative assessment for **Teaching-Related** positions are as follows:


Criteria	Breakdown of Points (SG 16-23 and SG 27)
i. Education	10
j. Training	10
k. Experience	10

l. Performance	20
m. Outstanding Accomplishment	5
n. Application of Education	15
o. Application of L&D	10
p. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

13. The Criteria and point system for evaluative assessment for **Non-Teaching** positions are as follows:

Criteria	Breakdown of Points		
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27
a. Education	5	5	5
b. Training	5	5	10
c. Experience	20	20	15
d. Performance	10	20	20
e. Outstanding Accomplishment	5	10	10
f. Application of Education	-	10	10
g. Application of L&D	-	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20
Total	100	100	100

14. Immediate dissemination of and compliance with this Memorandum are desired.


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

DepEd Northern Samar
RELEASED

By: _____
 Date: 9/17/2024

Enclosure No. _____ to DM No. 263 s, 2024

**HRMPSB En Banc and Sub-Committee Evaluators for
Applicants for School Administration Positions
per Division Memorandum 143, s 2024**

HRMPSB En Banc and Sub-Committee Evaluator Per Criteria	Chairperson	Members
Education	ALEX B. REJUSO	MARIBEL A. FORMARAN
Performance	OMAR O. TY	FRANCISCO B. BOTAIRE, JR.
Training	PETER R. BOBILES	PEPITO SALDO
Experience	JULITO LAGRIMAS	RUDEL C. LUTAO
Outstanding Accomplishment		
a. Awards and Recognitions	NELIDA LUBOS	NESTOR A. ADA
b. Research and Innovations	ELNA D. ENANO	JOCELYN I. ACEBUCHE
c. Subject Matter Expertise/ Membership in National TWGs/ Committees	LUCILA R. BALONDO	GEROLDO LOBOS
d. Resource Speakership/Learning Facilitation	EMILY ADRAYAN	JOEL SALOR
e. NEAP Accredited Learning Facilitator		
Application of Education	MANUEL I. LIPATA	
Application of L&D	FELIX J. LADEÑO	
Potential (Written Test, BEI, Work Sample Test) Administered by HRMPSB <i>en banc</i>	REY F. BULAWAN	NOE M. HERMOSILLA SYLVIA D. VILLANUEVA MICHELLE D. CAGUIMBAL EUNICE V. TARINGTING ROBERTO T. ORIAS <i>Pres. DepEd NEU Northern Samar</i> GARRY A. VACUNAWA <i>Pres. NSSSHA</i> DIONESIA A. MERCADER <i>Pres. PESPA</i> ATTY. JOHANNES S. MONJE <i>Pres. Federated GPTA</i>
HRMO /Division Personnel to Assist during Evaluation and Assessment	EUNICE V. TARINGTING	RALPH C. ALIDO EDILBERTO LOBINO KYMVERLY BALERO MARRY LOU CUANICO
HRMPSB Secretariat and Official Encoders	FRANCIS RICO E. TOBES	JAY FRANCIS M. CAHUSAY EUNICE M. COSTA RAYMYR E. GALLANO DENNIS MERC E. ORSOLINO CHESTER C. NAGUIT