



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

**Office of the Schools Division Superintendent**

December 3, 2024

DIVISION MEMORANDUM  
 No. 670, s. 2024

**CALL FOR APPLICANTS FOR SCHOOL ADMINISTRATION AND NON-TEACHING POSITION, THIS DIVISION**

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

Vacant Position / Level	Salary Grade	No. of vacancies
Elementary School Principal I	19	37
Secondary School Principal I	19	6
Senior High School Assistant School Principal II	19	8
Administrative Aide III (Clerk I)	3	1
<b>Total</b>		<b>52</b>

- The following are the minimum Qualifications Standards for the above positions

Position/Level	Education	Experience	Training	Eligibility
Elementary School Principal I	Bachelor's degree in Elementary 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 of Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Secondary 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 Mater Teacher for 2 years of Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Assistant Principal II	Bachelor's degree in education or its equivalent with a major or 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)*
Administrative Aide III (Clerk I)	Completion of two years of studies in college	None Required	None Required	Career Service (Sub-professional /First Level Eligibility)



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
 Telephone Nos: (055) 500 1020  
 Email Address: [northernssamar@deped.gov.ph](mailto:northernssamar@deped.gov.ph)  
 Division Official Website: <https://northernssamar.deped.gov.ph>



As per DepEd Regional Memorandum No. AD-2023-331 dated April 14, 2023, referencing DepEd Memorandum DM-OUHROD-2023-0490 dated April 12, 2023 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.

Following Memorandum No. DM-OUHROD-2024-2127 issued on October 24, 2024, item 1 which provides that **xxx All FY 2023 Category A and FY 2021 Category B are eligible for the position of School Principal I. They may apply and be appointed to school principal position on an equal basis subject to the results of evaluative and eligibility assessment to be conducted by the Human Resource Merit Promotion and Selection Board xxx.**

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 the label, **Pertinent Papers for Application for [Position - Level] - Indicate whether "NQESH/Principal's Test Passer", "NQESH 2023 Category A" or "NQESH Category B"**, 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;
  - b. Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
  - c. Photocopy of valid and updated PRC License/ID, and **NQESH Result Print-out certified by the School Monitoring & Evaluation (SM&E)**.
  - d. Photocopy of Certificate of Rating;
  - 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 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,
    - c. **NQESH Result Print-out certified by the School Monitoring & Evaluation (SM&E)** and
    - d. 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,
    - d. **NQESH Result Print-out certified by the School Monitoring & Evaluation (SM&E)**, and
    - e. 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).
  8. The HRMO shall **refuse acceptance of any application beyond the deadline** set by this Memorandum.
  9. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit his/her complete application documents/requirements to the Division HRM Office	December 4-6, 2024	The applicant
2	HRM Officer shall check and verify the documents submitted, and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C, along with other Documentary Requirements  After signing the Annex C, the application documents shall be returned to the applicant.	December 4-6, 2024	HRM Officer/ Personnel-in-Charge
3	Upon receipt of the applications, an initial evaluation of the applicant's qualifications vis-à-vis CSC-approved qualification standards (QS) for the Principal I Position.  The HRM Officer shall <b>notify all applicants via his/her email</b> of the following:  a. the assigned application code/application number for the applicant; and	December 4-6, 2024	HRM Officer







Enclosure No. \_\_\_\_ to DM No. 690 s, 2024

**HRMPSB Sub-Committee Members for  
Applicants for School Principal I Positions for SY 2024-2025**

<b>Criteria</b>	<b>Team Leader</b>	<b>Members</b>
Education	<b>ALEX B. REJUSO</b>	<b>MARIBEL A. FORMARAN DARRYBERT CUSTORIO</b>
Training	<b>PETER R. BOBILES</b>	<b>PEPITO SALDO MARK MANALO</b>
Experience	<b>JULITO LAGRIMAS</b>	<b>RUDEL C. LUTAO KYMBERLY BALERO</b>
PBET/LET Rating	<b>LUCILA BALONDO</b>	<b>ISAGANI LICAS MARRY LOU CUANICO</b>
Written Exam, Work Sample Test and BEI/Interview	<b>REY F. BULAWAN, EdD</b> <b>NOE M. HERMOSILLA</b> <b>SYLVIA D. VILLANUEVA</b> <b>MICHELLE D. CAGUIMBAL</b> <b>EUNICE V. TARINGTING</b>  <b>GARRY A. VACUNAWA</b> <i>PSSPA President</i>  <b>DIONESIA A. MERCADER</b> <i>PESPA President</i>  <b>JOE C. GAJUTOS</b> <i>Federated PTA President</i>  <b>ROBERT T. ORIAS, JR</b> <i>DepEd NEU Northern Samar Chapter, President</i>	<b>EDELBERTO LOBINO</b> <b>RALPH ALIDO</b> <b>LUCITO DUMALAON</b> <b>MATIAS TONOG</b>
HRMPSB Secretariat	<b>FRANCIS RICO E. TOBES</b>	
Official Encoders	<b>RAYMYR E. GALLANO</b> <b>DENNIS MERC DJ E. ORSOLINO</b> <b>CHESTER C. NAGUIT</b> <b>JAY FRANCIS M. CAHUSAY</b> <b>EUNICE M. COSTA</b>	