



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

Office of the Schools Division Superintendent

February 24, 2025

DIVISION MEMORANDUM

No. 075, s. 2025

CALL FOR APPLICANTS FOR RELATED TEACHING AND VARIOUS SCHOOL ADMINISTRATION POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Merit Promotion and Selection Board
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) 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 Related Teaching and Various School Administration**, as follows:

a. Related Teaching Positions

| Vacant Position / Level | Salary Grade | No. of vacancies |
|---|--------------|------------------|
| Elementary | | |
| Public Schools District Supervisor | 22 | 1 |
| Education Program Supervisor (preferably with expertise and experience in the ALS program) | 22 | 1 |
| Education Program Supervisor (preferably major in Filipino) | 22 | 1 |

b. School Administration Position

| Vacant Position / Level | Salary Grade | No. of vacancies |
|--|--------------|------------------|
| Elementary | | |
| School Principal II | 20 | 1 |
| School Principal I | 19 | 11 |
| Head Teacher III | 16 | 9 |
| Head Teacher II | 15 | 6 |
| Head Teacher I | 14 | 16 |
| Junior High School- (Non-Implementing Unit & Implementing Unit) | | |
| School Principal III | 21 | 1 |
| Head Teacher V | 18 | 1 |
| Head Teacher IV | 17 | 2 |
| Head Teacher III | 16 | 9 |
| Head Teacher II | 15 | 1 |
| Head Teacher I | 14 | 3 |
| Senior High School | | |
| School Principal II | 20 | 1 |
| Assistant School Principal II | 19 | 1 |
| Total | | 65 |

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



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

| Position/Level | Education | Experience | Training | Eligibility |
|--|--|--|-------------------------------|--------------------|
| Elementary | | | | |
| Public Schools District Supervisor | Master's degree in Education or other relevant Master's degree | 5 years cumulative experience in instructional supervision and school management | 16 hours of relevant training | RA 1080 (TEACHER) |
| 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) |
| 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) for 2 years; or Teacher for 5 years | 40 hours of relevant training | RA 1080 (TEACHER) |
| 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 III | Bachelor's degree in Secondary Education; or | 2 year as Principal | 40 hours of relevant training | RA 1080 (TEACHER) |

| | | | | |
|---------------------------|--|---|-------------------------------|-------------------|
| | Bachelor's degree w/ 18 professional education units + 6 units of Management | | | |
| Head Teacher V | Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization | Head Teacher for 4 years; or Master Teacher for 3 years | 24 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 education units with appropriate field of specialization | Head Teacher for 1 year; or Teacher for 4 years | 24 hours of relevant training | RA 1080 (TEACHER) |
| 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 | 1 year as Principal | 40 hours of relevant training | RA 1080 (TEACHER) |

| | | | | |
|-------------------------------|---|--------------------------------|------------------------------|-------------------|
| | professional education units + 6 units of Management | | | |
| 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, 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) **(COLOR BLUE)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level]. For Principal I applicants - 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**, 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 who want to **retain** their rating from the last CAR, are required to submit the following documents in one (1) **(COLOR YELLOW)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level] – For Retention**
- a. a letter of intent /request for **'retention'** of rating
 - b. certification of last CAR rating,
 - c. **NQESH Result Print-out certified by the School Monitoring & Evaluation (SM&E)** (for Principal I applicants).
6. For those applicants who want to **update** their rating from last CAR, are required to submit the following documents in one (1) **(COLOR RED)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level] – For Updating**
- a. a letter of intent /request for **'updating'** of rating
 - b. a certification of last CAR rating.
 - c. Supporting documents to update Education, Training, or Experience,
 - d. **NQESH Result Print-out certified by the School Monitoring & Evaluation (SM&E)** (for Principal I applicants), and
 - e. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
7. All application folders/documents shall be submitted to the **Personnel Unit** 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 | February 24 – March 3, 2025 | The applicant |
| 2 | 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. | March 4 - 7, 2025 | HRM Officer |

| | | | |
|---|--|-----------------------|--|
| | <p>The HRM Officer shall notify all applicants via his/her email of the following:</p> <ul 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 | | |
| 3 | <p>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.</p> <p>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.</p> | March 4 - 7, 2025 | HRM Officer / HRMPSB and HRMPSB Secretariat |
| 4 | <p>The HRMPSB shall conduct an Assessment and Evaluation of candidate applicants for Teacher I Positions.</p> | March 12 and 13, 2025 | HRM Officer / HRMPSB and HRMPSB Secretariat and Applicants |
| | | | |

10. The Criteria and point system for evaluative assessment for positions are as follows:

a. Related-Teaching Positions

| Criteria | Breakdown of Points |
|--|---------------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. Performance | 20 |
| e. Outstanding Accomplishment | 5 |
| f. Application of Education | 15 |
| g. Application of Learning and Development | 10 |
| h. Potential (Written Exam, BEI) | 20 |
| TOTAL | 100 |

b. School Administration Position

| Criteria | Breakdown of Points |
|----------------|---------------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. Performance | 25 |

