




Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF ANGELES CITY

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY

**RELEASED**

BY:  MAY 21 2024

20 May 2024

DIVISION MEMORANDUM  
 NO. 194, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR  
 ELEMENTARY SCHOOL PRINCIPAL II AND  
 SENIOR HIGH SCHOOL PRINCIPAL II**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, selection and placement of Elementary School Principal II and Senior High School Principal II of this Division, to mention:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	May 27, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	May 28, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	To be announced.		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

<b>POSITION PROFILE</b>	
Position Title: <b>Elementary School Principal II</b>	Salary Grade: 20
Station of Deployment: Elementary School	Monthly Salary: P57,347.00
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional units plus 6 units of management
Experience:	1 year as Principal
Training:	40 hrs. relevant training
Eligibility:	RA 1080 (LET)/PBET
<b>JOB SUMMARY:</b> The principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	



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**GENERAL DUTIES AND RESPONSIBILITIES**

- Supervises and directs all school teaching and non-teaching personnel.
- Manages instructional system and sets up goals and objectives.
- Promotes and coordinates services for the holistic development of school personnel and pupils.
- Requests and distributes instructional materials.
- Practices equitable distribution of teaching loads and observes teacher-learner ratio.
- Initiates and compiles teachers' professional documents in portfolios.
- Rates all school personnel performance and recommends promotion.
- Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.
- Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.

**POSITION PROFILE**

Position Title: <b>School Principal II</b>	Salary Grade: 20
Station of Deployment: Senior High Schools	Monthly Salary: P57,347.00

**CSC QUALIFICATION STANDARD:**

Education:	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of management
Experience:	1 year as Principal
Training:	40 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher

**GENERAL DUTIES AND RESPONSIBILITIES**

- Sets the direction and strategy for the school;
- Spearheads the formulation and implementation of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) towards the continuous improvement of the school;
- Manages the fiscal and asset resources of the school, including the efficient and transparent use of the school MOOE;



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- Facilitates organizational efficiency and the effective management of the people systems of the school, including the designation of tasks, coaching, mentoring and instructional supervision of school staff;
- Implements and monitors the RPMS of the school and its staff;
- Monitors and assesses the school curriculum and its implementation, including the approval of teacher assignments, loading, and class programs;
- Implements and monitors the use and updating of the Learner Information System (LIS) and Basic Education Information System (EBEIS);
- Leads in the collaboration of the school with external partners, stakeholders and the Local Government Unit (LGU);
- Is accountable for the learning outcomes of the school; and
- Reports to the Schools Division Superintendent.

3. All interested applicants may register through this link:

<https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 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, including 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 the 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 of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
- 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



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- ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with **RA No. 10173**, otherwise known as the Data Privacy Act of 2012.
5. Evaluative assessment on the applicant's competencies conducted by the Division HRMP SB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions.**
6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
8. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
EMPLOYMENT      HIRING      RECRUITMENT

CLM/AOIV/May 20, 2024 *er*



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