



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

03 Feb 2025

DIVISION MEMORANDUM  
 NO. 041, s. 2025

**RECRUITMENT, SCREENING AND SELECTION SCHOOL PRINCIPAL I AND HEAD TEACHER III POSITIONS**

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

1. The field is hereby informed that the recruitment, screening and selection for vacant School Principal I and Head Teacher III positions is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Feb. 12, 2025	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Feb. 13-14, 2025	8:00am - 5:00pm	HRMPSB
Division Open Ranking	TBA		L & D

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

<b>POSITION PROFILE</b>	
<b>Position Title:</b> Elementary School Principal I	Salary Grade: 19 Monthly Salary: 56,390.00
<b>Station of Deployment:</b> Elementary / Integrated Schools	
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
Experience:	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training:	40 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher ( <b>NQESH Passer</b> )
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Supervises and directs all school teaching and non-teaching personnel.</li> <li>➤ Manages instructional system and sets up goals and objectives.</li> </ul>	



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- 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**

<b>Position Title: Head Teacher III</b> (Aralin Panlipunan and ESP Department)	Salary Grade: 16 Monthly Salary: P43,560.00
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**Station of Deployment:** Angeles City Nat'l Trade School

**CSC QUALIFICATIONS:**

Education:	Bachelor's degree in Secondary Education; or Bachelor's w/ 18 professional education units with appropriate field of specialization
Experience:	HT for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)

**JOB SUMMARY:** Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

3. 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.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **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**



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5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **white folder** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of 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.
6. 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.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. 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.
9. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

References: 1. DO 07 s. 2023

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/Feb. 03, 2025



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