



Republic of the Philippines
Department of Education

REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

22 June 2026

DIVISION MEMORANDUM
 NO. 250, s. 2026

**RECRUITMENT, SCREENING AND SELECTION FOR
 SCHOOL PRINCIPAL I POSITION**

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

1. This is to announce the recruitment, screening and selection for School Principal I positions, this Division, to mention:

| Non-Teaching Positions | Station/Vacancy | Deadline of Submission |
|------------------------|---|--|
| School Principal I | Elementary Schools Secondary/Senior High Schools | June 29, 2026 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced. |

2. The CSC Qualification Standards of the said positions are stated below:

| POSITION PROFILE | |
|--|---|
| Position Title: School Principal I | Salary Grade: 19 |
| Station of Deployment: Secondary/Senior High Schools | Monthly Salary: P56,390.00 |
| QUALIFICATIONS: | |
| Education: | Master's degree in education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management |
| Experience: | 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision |
| Training: | 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years |
| Eligibility: | RA 1080 as amended (Teacher) |
| GENERAL DUTIES AND RESPONSIBILITIES | |
| <ul style="list-style-type: none"> ➤ 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. | |





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- 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.

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**

5. 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 properly labelled. 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 Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet (downloadable at depedangelescity.com);
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of GWA, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment (for those applying for promotion);




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- i. Photocopy of required Performance Ratings in the last rating period(s) covering one (1) year complete performance cycle prior to the deadline of submission, if applicable;
 - j. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test)
 - k. 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 **Annex C-2** for School Principal, notarized by authorized official. The said annex may downloaded at depedangelescity.com;
 - l. 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 (if applicable);
6. 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.

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

Reference: DO 7, s. 2023; DO 21, s. 2024

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

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/June 22, 2026