



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

26 Sep 2022

DIVISION MEMORANDUM
No. 419, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
SCHOOL PRINCIPAL III POSITION (ELEMENTARY)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the extension for submission of Applications for School Principal III position in Elementary until **October 14, 2022, 5:00 PM**. The main function of the position is to set the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes. Attached is a copy of the detailed duties and responsibilities of the position.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 42, s. 2007, otherwise known as "The Revised Guidelines on Selection, Promotion and Designation of School Heads."
3. The following qualification standards shall be considered:

Prescribed Qualifications

- a. *Education*: Bachelor's degree in Elementary Education (BEED) or Bachelor's degree with 18 professional education units plus 6 units of Management
- b. *Training*: 40 hours of relevant training
- c. *Experience*: 2 years as Principal
- d. *Eligibility*: RA 1080 (Teacher)



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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Required Competencies

- a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills
 - c. *Technical Competencies:* Leading strategically, managing school operations and resources, focusing on teaching and learning, developing self and others and building connections
4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-SP3_ELEM_Full Name (e.g. 2022-SP3_ELEM_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - c. Photocopy of Certificate of Eligibility/Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
 - g. Photocopy of Certificates of Training, if applicable
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
 - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - j. Photocopy of Latest Appointment, if applicable
 - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
 - l. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development



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reckoned from the date of last issuance of appointment. Details for these will be discussed during the orientation of applicants.

5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Alan T. Saculigan
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Lina C. Bejiga	Mariel B. Ubaub
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 7, 2022, 3:30 PM	Orientation of Applicants	Applicants and HRMPSB
Until October 14, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
Until October 20, 2022	Initial Evaluation	HRMO
Until November 04, 2022	Background Investigation	HRMPSB Secretariat
October 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 22 & 23, 2022	Interview and Final Deliberation	HRMPSB & Applicants
November 25, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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9. Immediate dissemination of this Memorandum to all concerned is enjoined.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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Enclosure No. 1 to Division Memorandum No. 49, s. 2022

DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL
DUTIES AND RESPONSIBILITIES

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers' upkeep of student's records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund-raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners' development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders



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Enclosure No. 2 to Division Memorandum No. 419, s. 2022

CHECKLIST OF REQUIREMENTS				Annex C
Basic Documentary Requirement	Status of Submission (To be filled out by the applicant, check if submitted)	Verification (To be filled out by the HRMO)		
		Status of Submission (Check if complete)	Remarks	
(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 Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)				
(c) 1) Photocopy of Certificate of Eligibility/Report of Rating				
(c) 2) Photocopy of valid and updated PRC License/ID, if applicable				
(d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable				
(e) Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable				
(f) Photocopy of Certificates of Training, if applicable				
(g) Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable				
(h) Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)				
(i) Checklist of Requirements (Annex C)				
Other documents as may be required:				
(j) 1) Photocopy of Latest Appointment, if applicable				
(j) 2) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 5 is not relevant to the position to be filled				
(j) 3) 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				
(j) 4) Others (please specify)				

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct, and that the documents submitted are authentic. This is also to authorize the Department of Education - insert name of Office/Region/Schools Division to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested:

Name and Signature of HRMO



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