



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

29 Mar 2023

DIVISION MEMORANDUM
No. 100, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
SCHOOL PRINCIPAL I (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 calls for the submission of Applications for School Principal I (OSEC-DECSB-SP1-660301-2010) position in Elementary, until **April 28, 2023, 5:00 PM.**
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 or Bachelor's degree with 18 professional education units
 - b. *Training:* 40 hours of relevant training
 - c. *Experience:* Head Teacher for 1 year or Teacher-in Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
 - d. *Eligibility:* RA 1080 (Teacher)

Required Competencies

- a. *Technical Competencies:* Leading Strategically, Managing School Operations and Resources, Focusing on Teaching and Learning, Developing Self and Others and Building Connections
- b. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;



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- c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
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 2023-ELEM-SP1_Full Name (e.g. 2023-ELEM-SP1_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. Checklist of Requirements (enclosed herewith) with Omnibus Sword Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - d. Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License/ID
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Duly signed Service Record
 - g. Photocopy of Certificates of Training
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
 - i. Photocopy of Latest Appointment, if applicable
 - j. 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
 - k. All available and eligible pertinent documents as stipulated in reference guidelines.
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.






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6. This Office shall issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and the target scheduling for this ranking.

7. 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.

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


VICTOR G. DE GRACIA, JR., PhD, CESO V
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION

