



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 15, 2021

DIVISION MEMORANDUM

No. 235 s. 2021

**ANNOUNCEMENT OF VIRTUAL DIVISION OPEN RANKING FOR SCHOOL PRINCIPAL AND HEAD
TEACHER POSITIONS IN THE ELEMENTARY LEVEL**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB
Public Schools District Supervisors
Elementary/Secondary School Principals/OICs
All Others Concerned

1. This is to announce that online open ranking of qualified applicants for School Principal I, II, III and IV and Head Teacher III, Head Teacher II positions in the elementary level shall be held on the schedule hereto attached.
2. The said open ranking aims to provide a pool of qualified applicants in filling up vacancies for School Principal and Head Teacher positions.
3. SDO Bulacan provides equal employment opportunity to all qualified applicants who meets the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations and of the positions.
4. Enclosure No. 1 – CSC Qualification Stanrdards
Enclosure No. 2 - Schedule of Activities
Enclosure No. 3 - Screening Committee
5. Wide dissemination of this Memorandum is desired.


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Schools Division Superintendent *d*



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Enclosure No. 1 to Division Memorandum No. 255, 2021

The Qualification Standards (QS) for the positions are as follows:

School Principal I/SG-19	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education	HT for 1 yr; or Teacher In-Charge (TIC) for 2 yrs; or Master Teacher for 2 yrs; or Teacher for 5 yrs	40 hours of relevant training	RA 1080 (Teacher) (Principal's Test Passers)
School Principal II/SG-20	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education +6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal III/SG-21	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education +6 units of Management	2 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal IV/SG-22	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education +6 units of Management	3 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher II/SG-15	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III/SG-16	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education	HT for 2 year; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)



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Enclosure No. 2 to Division Memorandum No. 235s, 2021

Schedule of Activities:

Table No. 1

Date	Activity
Until November 5, 2021	Submission copies of the following documents for Initial Evaluation: 1. Letter of Intent 2. Transcript of Records 3. Updated Service Records 4. CSC attested appointments 5. Certificates of relevant trainings
November 8, 2021	Assessment of documents by the HRMPSB
November 9, 2021	Emailing to applicants on the result of the Initial Evaluation
November 10-12, 2021	Submission of original documents (checklist attached) Appreciation of documents shall be based on DepEd Orders 39 & 42, s. 2007
See Table No. 2	Online written examination, online oral interview and appreciation of documents
November 17, 2021	Deliberation of the HRMPSB Conduct of background investigation, if needed
November 19, 2021	Announcement of results

Table No. 2

Positions	Online Written Examination (a link will be provided)	Online Oral Interview (a link will be provided)	Appreciation of Documents
Principal IV	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30 onwards)	November 15, 2021 (8:30am-10:00am)
Principal III	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30 onwards)	November 15, 2021 (10:30am-12:00pm)
Principal II	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30 onwards)	November 15, 2021 (1:00pm-2:30pm)
Principal I	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30 onwards)	November 5, 2021 (3:00pm-4:30pm)
Head Teacher III	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30pm onwards)	November 15, 2021 (8:30am-10:00am)
Head Teacher II	November 12, 2021 (8:30am-10:00am)	November 12, 2021 (1:30pm onwards)	November 15, 2021 (10:30am-12:00pm)



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Enclosure No. 3 to Division Memorandum No. 288. 2021

Screening Committee

Chairman : CECILIA E. VALDERAMA, PhD - Asst. Schools Division Superintendent

Member : Gregorio C. Quinto, Jr., Ed.D - CID Chief
Ms. Josefina S. Pedroche - OIC, Office of the Administrative Officer V
Ms. Victoria O. Madrigal - Administrative Officer IV
Mr. Guillermo Flores - Representative, BPSTA

Secretariat : Ms. Karen Mineth T. Danganan
Mr. Kevin Cabazal



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