



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

November 3, 2021

DIVISION MEMORANDUM

NO. 246 . S. 2021

**ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL PRINCIPAL
POSITIONS AND SCHEDULE OF SELECTION PROCESS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
HRMPSB for Secondary
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the following vacant Principal positions in the Secondary level of this Schools Division:
 1. 1 Principal IV
 2. 2 Principal I
2. Enclosed are the following for the reference of applicants:
 1. Qualification Standards
 2. Schedule of recruitment and selection activities
 3. List of documents to be submitted in the Records Unit
 4. Composition of the Division HRMPSB
3. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually.
4. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
5. Wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/OASDS-HRMPSB-Sec





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Enclosure no. 1 to Division Memorandum No. 246, s. 2021

QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Principal I	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	22	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)

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Enclosure no. 2 to Division Memorandum No. 244, s. 2021

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

RECRUITMENT AND SELECTION ACTIVITIES	DATE	TIME
Submission of documents on Qualification Standards	November 8, 2021	8:00 - 5:00
Assessment of documents on QS	November 9, 2021	8:00 - 5:00
Emailing of the applicants on the results	November 9, 2021	8:00 - 5:00
Submission of original copies of documents included in the criteria in the ranking of Principal positions based on DO 42, s. 2007	November 17, 2021	8:00 - 5:00
Orientation of qualified applicants and assessment of documents (Open Ranking)	November 18, 2021 Principal I Principal IV	9:00 – 12:00 1:00 – 5:00
Online Examination (for assessment of potential)	November 18, 2021 Principal IV Principal I	9:00 – 12:00 1:00 – 5:00
Virtual Interview (for assessment of potential and psychosocial attributes and personality traits)	November 22, 2021 Principal I Principal IV	9:00 – 12:00 1:00 – 3:00
Announcement of Comparative Assessment Results	November 22, 2021 Principal I Principal IV	4:00 – 4:30 4:30 – 5:00
Background investigation of applicants included in the shortlist	November 23, 2021	8:00 – 5:00





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Enclosure no. 3 to Division Memorandum No. 246, s. 2021

LIST OF DOCUMENTS TO BE SUBMITTED

I. ON QUALIFICATIONS

1. Application letter
2. CSC Form 212 – Revised 2017
3. Updated Service Record
4. Transcripts of Records (Bachelor's Degree and Master's Degree (with 6 units of Management)
5. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
6. Performance Ratings for the last three rating periods (at least Very Satisfactory)
7. Certificates of participation in relevant trainings (trainings on school leadership and management)
8. Certificate of eligibility or PRC license
9. Principal's Test Certification of Rating for Principal I applicant

NOTE: Use a yellow folder with cover page indicating the name of the applicant and position applied for.

II. ON CRITERIA IN RANKING FOR PRINCIPAL POSITIONS BASED ON DO 42, S. 2007

1. Application letter
2. Latest attested appointment or SDS-signed appointment in lieu of an attested appointment from the CSC
3. Transcripts of Records (Bachelor's and Post graduate studies, if any.
4. Copies of O/IPCRFs for the last three (3) rating periods signed by the authorized rater (ASDS) and approving authority (SDS)
5. Updated Service Record
6. Certificates, MOVs, and other documentary requirements on the criteria for ranking Principals and Head Teachers as per DepEd Order 42, s.2007 (cf: Worksheet for Ranking of Principals and Head Teachers)
7. Omnibus certification of authenticity and veracity of documents, duly notarized

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Enclosure no. 4 to Division Memorandum No. 244, s. 2021

**COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB)**

Chairperson: Rowena T. Quiambao, CESE
Assistant Schools Division Superintendent

Members: Cecilia S. Custodio, PHD
SGOD Chief

Josefina S. Pedroche
Administrative Officer V

Victoria C. Madrigal
AO-IV - Personnel Unit

Cesar V. Valondo
Bulacan PSSPA President

Secretariat: Crisanta Q. Alfonso
Justine SJ Legaspi

