



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

June 21, 2022

DIVISION MEMORANDUM

No. 209 s. 2022

**ANNOUNCEMENT OF VACANCIES AND SELECTION PROCESS FOR
SENIOR HIGH SCHOOL PRINCIPAL II AND JUNIOR HIGH SCHOOL
HEAD TEACHER AND MASTER TEACHER POSITIONS**

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

1. This Office announces the following vacancies in the secondary level in this Schools Division which will be filled up through a Division open ranking.

POSITION	SCHOOL	SUBJECT AREA
School Principal II (SHS)	Baliuag Stand Alone	
School Principal II (SHS)	SHS w/ Luis Gravador ES	
Head Teacher IV	Prenza NHS	English
Head Teacher III	Norzagaray NHS	Araling Panlipunan
Head Teacher III	Pulong Buhangin NHS	English
Head Teacher III	San Ildefonso NHS	TLE
Master Teacher II	Parada NHS	English
Master Teacher II	San Miguel NHS	English
Master Teacher I	San Miguel NHS	TLE
Master Teacher I	San Miguel NHS	MAPEH
Master Teacher I	AFG Bernardino MTS	Mathematics





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2. The selection process shall be conducted face-to-face at the SDO Conference Hall adhering to the IATF's health and safety protocols. Candidates are enjoined to bring their vaccination cards.
3. Enclosed to this Memorandum are the following:
 - 3.1 Qualification standards for the vacant positions
 - 3.2 Schedule of recruitment and selection processes
 - 3.3 List of documents to be submitted
 - 3.4 Composition of the Division HRMPSB
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. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

HRMPSB-SEC
June 21, 2022





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Enclosure No. 1 to Division Memorandum No. 209 s. 2022

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
School Principal II (SHS)/SG-20	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	One (1) year as Principal	40 hours of relevant training	Principals Test Passer RA 1080 (Teacher)
Head Teacher IV/SG-17	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 3 years or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III/SG-16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

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Position Title/Salary Grade	Education Requirements	Experience Requirements (DepEd Preferred Requirement)	Additional Requirements	Eligibility Requirements
Master Teacher II (JHS)/SG-19	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units in education with appropriate major and 24 units for Master's Degree in Education or its equivalent	One (1) year as MT 1 or four (4) years as Teacher III	At least 30 points in leadership and potential or has been a demonstration teacher on the division level plus 20 points in leadership and potential	RA 1080 (Teacher)
Master Teacher I (JHS)/SG-18	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units in education with appropriate major and 18 units for Master's Degree in Education or its equivalent	Teacher III for three (3) years	At least 25 points in leadership and potential or has been a demonstration teacher on district level plus 15 points in leadership and potential	RA 1080 (Teacher)



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Enclosure No. 2 to DepEd Memorandum No. 209 s. 2022

Activity	Date	Time	Venue
1. Submission of documents on qualification standards:	July 01, 2022 (deadline)	8:00 - 5:00	Records Unit
2. Pre-assessment of qualifications of applicants	July 4-5, 2022	8:00-4:00	SDO Conference Hall
3. Emailing of qualified applicants by the HRMPSB Secretariat	July 6, 2022	8:00 -5:00	hrmpssecondary@ deped.gov.ph
4. Submission of original copies of documents by qualified applicants	July 13, 2022	8:00 - 5:00	Records Unit
5. Open ranking for Principal II and Head Teacher candidates	July 14, 2022	8:00-5:00	SDO Conference Hall
6. Background Investigation for shortlisted candidates for P-II and HT	July 15, 2022	8:00 - 5:00	hrmpssecondary@ deped.gov.ph
7. Open ranking for Master Teacher candidates	July 15, 2022	8:00 - 5:00	SDO Conference Hall



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Enclosure No. 3 to Division Memorandum No. 209 s. 2022

LIST OF ORIGINAL DOCUMENTS TO BE SUBMITTED

I. ON QUALIFICATION STANDARDS - Application letter and the following do

Position	Education	Experience/ Performance Rating	Training	Eligibility
School Principal II (SHS)	Transcript of Records CAV for TORs from private institutions -	Service Record Latest appointment Performance ratings for the last 3 years (at least VS)	Certificates of Participation in trainings on school leadership, management, or supervision)	Copy of Principals Test Result PBET/LET results PRC License
Head Teacher III and IV	Transcript of Records CAV for TORs from private institutions	Service Record Latest appointment Performance ratings for the last 3 years (at least VS)	Certificates of Participation in trainings on leadership, management, or supervision)	PBET/LET results PRC License
Master Teacher I and II	Transcript of Records CAV for TORs from private institutions	Service Record Latest appointment Performance ratings for the last 3 years (at least VS)	None required	PBET/LET results PRC License

II. FOR QUALIFIED APPLICANTS:

- Application Letter indicating the position and school applied for
- Official Transcript of Records
- Updated Service Records
- Latest Approved Appointment or copy of transmittal to the CSC
- Performance Rating for three (3) consecutive rating periods
- Trainings/Seminars attended during the last promotion
- Outstanding Accomplishments based on DO 42, s. 2007 for P-II and HT and MEC Order 10, s. 1979 for MT



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Enclosure No. 4 to Division Memorandum No. 209 s. 2022

COMPOSITION OF THE DIVISION HRMPSB FOR SECONDARY LEVEL

I. For P-II and HT

Chairperson - Rowena T. Quiambao, CESE
Assistant Schools Division Superintendent
Members - Cecilia S. Custodio, PhD
SGOD Chief

Josefina S. Pedroche
AO V

Victoria S. Madrigal
AO IV, Personnel Unit

Cesar V. Valondo (for P-II ranking)

Principals of schools with vacancies (for HT ranking)

Secretariat Garry Salamat
Crisanta Alfonso

II. For MT

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

Members - Gregorio C. Quinto, JR.
CID Chief

Josefina S. Pedroche
AO V

Victoria S. Madrigal
AO IV, Personnel Unit

Principals of schools with vacancies

Secretariat Karen Mineth Danganan
Crisanta Alfonso



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