




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

DIVISION MEMORANDUM
No. 285 s. 2023

**DIVISION OPEN RANKING FOR THE VACANT SCHOOL PRINCIPAL
IN THE ELEMENTARY LEVEL**

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

1. This Office announces the Division Open Ranking for the following vacant positions in the elementary level to be deployed in various elementary schools:
 - School Principal IV
 - School Principal III
 - School Principal II
 - School Principal I
2. Enclosed to this Memorandum is the Qualification Standards for School Principals I-IV positions.
3. This announcement is for the gathering of applications alone and the selection process shall be scheduled through a Division Memorandum.
4. This Office emphasizes the provision of equal 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.
5. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

July 3, 2023
HR/hrmo





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Enclosure No. 1 to the Division Memorandum No. s. 2023

CSC Qualification Standards for the following positions:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
School Principal I/SG-19	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units	Head Teacher for 1 yr; or Teacher In-Charge for 2 yrs; or Master Teacher for 2 yrs; or Teacher for 5 yrs	40 hours of relevant training	RA 1080 (Teacher) Principals' Test Passer
School Principal II/SG-20	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal III/SG-21	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal IV/SG-22	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional 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 the Division Memorandum No. s. 2023

SCHEDULE OF RECRUITMENT AND SELECTION PROCESS

DATE	ACTIVITY
July 21, 2023	<p>Deadline of submission of the following documents on Qualification Standards to the Records Units or email to sdobulacanhrmps@deped.gov.ph</p> <ul style="list-style-type: none">➤ Letter of Intent addressed to the Head of Office indicating the position being applied for➤ Duly accomplished PDS➤ Photocopy of PRC License and Rating➤ Photocopy of Official Transcript of Records➤ Photocopy of Certificates of Training attended➤ Photocopy of Updated Service Record, Certificate of Employment➤ Photocopy of latest appointment➤ Photocopy of the last Performance Rating in the current/latest position➤ Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) <p>Note: No additional documents shall be accepted after July 21, 2023</p>
July 24, 2023	Initial evaluation of the Qualification Standards

