



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

DIVISION MEMORANDUM

No. 412 s. 2024

**DIVISION OPEN RANKING FOR NATURAL VACANCIES AND  
 RECLASSIFICATION OF SCHOOL PRINCIPAL POSITIONS  
 IN THE SECONDARY LEVEL**

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

1. This is to announce that the open ranking of qualified applicants for the following vacant School Principal positions in the secondary:
  - One (1) School Principal II
  - Two (2) School Principal I
2. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the said positions and for the reclassification.
3. SDO Bulacan provides equal opportunity to all 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 affiliation.
4. The Preferred Qualification Standards (QS) for the positions are as follows:

**For Natural Vacancies:**

Position Title/Salary Grade	Education	Experience (preferably)	Training	Eligibility
School Principal I/SG-19	Bachelor's degree in Secondary Education or Bachelor's Degree with 18 professional education units	HT for 1 year; or TIC for 2 yrs; or MT for 2 yrs; or Teacher for 5 yrs	40 hours of relevant training	RA 1080 (Teacher)  <b>NQESH passer</b>
School Principal II/SG-20	Bachelor's degree in Secondary Education or Bachelor's Degree	1 year as Principal I	40 hours of relevant training	RA 1080 (Teacher)



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	with 18 professional education units + 6 units in Management			
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**For Reclassifications (DepEd Region 3 requirements):**

Position Title/Salary Grade	Education	Experience	Training	Eligibility
School Principal IV/SG-22	Master's degree in the fields of administration, supervision, leadership or management plus 24 Doctoral units	2 yrs as Principal III	56 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
School Principal III/SG-21	Master's degree in the fields of administration, supervision, leadership or management plus 12 Doctoral units	2 yrs as Principal II	56 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
School Principal II/SG-20	Master's degree in the fields of administration, supervision, leadership or management plus 6 Doctoral units	1 yr as Principal I	48 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)

5. The evaluation of documents shall be based on DepEd Order 7, s. 2023. Interested and qualified applicants shall submit the documentary



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requirements listed in the notarized Checklist of Requirements on or before October 11, 2024.

6. Schedule for ranking shall be announced in a separate memorandum.
7. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing procedures.
8. Wide dissemination of this Memorandum is desired.

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

September 24, 2024  
HR/hrmo

## CHECKLIST OF REQUIREMENTS

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath