



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

February 7, 2020

DIVISION MEMORANDUM

No. 043 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR PRINCIPAL III-
ELEMENTARY**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. This is to announce to the field the division-wide recruitment and selection of applicant regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

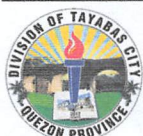
Position	No. of Position	Work Assignment
Principal III	1	Elementary

2. The qualification standards and competency requirements of the said position are as follows

Position	Education	Experience	Training	Eligibility	Competency Requirement
Principal III SG 21	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units plus 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080	Behavioral Competency Core Skills/ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) properly labelled, with ear tag, per criterion;

1. Application letter addressed to the Schools Division Superintendent
2. CSC Form 212-revised 2017 (Personal Data Sheet) must be computerized
3. Service Record and Copy of previous appointment
4. Authenticated Certificate of Board Rating/Eligibility and PRC ID
5. CAV of latest Transcript of Records and Diploma/Certificate on CAR



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



tayabas.depedr4a.net



6. NBI of Police Clearance
 7. PSA issued Marriage Contract/CENOMAR
 8. PSA issued Certificate of Live Birth
 9. Certificate of Trainings for the last three(3 years or after the recent promotion
 10. Required documents for evaluation as stipulated in the DO # 39 s. 2007 Modified Qualification Standards for the positions of Head Teachers and Principals & DO # 42, s. 2007 The Revised Guidelines on Selection, Promotion and Designation of School Heads
4. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	February 17, 2020 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	February 18-19, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	February 20-21, 2020
Written and Oral Communication Test	SDO Conference Hall	February 24, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	February 25, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	February 26, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	February 27, 2020
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	February 28, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	

5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. Incomplete documents will not be entertained. No retrieval of folders will be allowed once stamped "Received" by the office.
6. Wide and immediate dissemination of the Memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

