



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

11 MAY 2020

DIVISION MEMORANDUM

No. \_\_\_\_\_ s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
PRINCIPAL II- 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 II | 1               | Elementary      |

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

| Position              | Education   | Experience          | Training                      | Eligibility | Competency Requirement                              |
|-----------------------|---|---------------------|-------------------------------|-------------|---|
| Principal II<br>SG 20 | Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units plus 6 units of Management | 1 year as Principal | 40 hours of relevant training | RA 1080     | Behavioral Competency<br><br>Core Skills/ICT Skills |

2. 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 6. NBI of Police Clearance



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(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph  
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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
3. 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                | May 21, 2020<br>5:00PM |
| Pre-evaluation of the applicant's qualification vizaviz Qualification Standards | HRM Office  | May 22, 2020           |
| Submission of QS Evaluation to the HRMPSB for deliberation                      | Office of the ASDS                                | May 25, 2020           |
| Written and Oral Communication Test   | SDO Conference Hall                               | May 27, 2020           |
| Evaluation of documents and interview of applicants                             | SDO Conference Hall                               | May 27 2020            |
| HRMPSB deliberation and preparation of Comparative Assessment Results CAR)      | Office of the ASDS                                | May 27, 2020           |
| Submission to the office of SDS the Comparative Assessment Results (CAR)        | Office of the SDS                                 | May 28, 2020           |
| Conduct of Background Investigation   | Upon the request of the Appointing Authority      |                        |
| Posting of Results  | SDO Bulletin Board and 2 other conspicuous places | May 29, 2020           |

4. 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.
5. Wide and immediate dissemination of the Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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