



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

21 FEB 2022

DIVISION MEMORANDUM

No. 108 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
SCHOOL PRINCIPAL I**

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

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for School Principal I. All qualified and interested applicants are requested to submit pertinent documents on or before **MARCH 07, 2022** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 42, s. 2007** – The Revised Guidelines on Selection, Promotion and Designation of School Heads and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007, DepEd Order No. 42, s. 2007, and DECS Order No. 57, s. 1997 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	No. of Position	Work Assignment (Plantilla)
School Principal I	2	Elementary

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

CSC Prescribed Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Bachelors degree in Elementary Education; or Bachelors degree with 18 professional education units	40 hours relevant training	Head Teacher for 1 year; or Teacher -In-Charge for 2 years; or Master Teacher	RA 1080 (Teacher)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication,



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		(MT) for 2 years; or Teacher for 5 years		Computer literate using different platforms
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3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the OIC-Schools Division Superintendent, GERLIE M. ILAGAN, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Performance rating in the present position for the last 3 rating period
4. Service Record and/or Certificate of Employment with brief description of duties and responsibilities
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
8. Latest approved appointment
9. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.



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4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepED Order 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	March 07, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 08, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	March 09, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	March 11, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 14, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	March 15, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 16, 2022

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depeditayabas.com.



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8. Wide and immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL I

Job Summary:

Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes

Duties and Responsibilities:

- Developing the school education program and school improvement plan;
- Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
- Introducing new and innovative modes of instruction to achieve higher learning outcomes;
- Administering and managing all personnel, physical and fiscal resources of the school;
- Recommending the staffing complement of the school based on its needs;
- Encouraging staff development;
- Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations;
- Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and
- Performing such other functions as may be assigned by proper authorities.