



07 b8w - 038.

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

7 JULY 2020

DIVISION MEMORANDUM
No. 144 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
PRINCIPAL I- 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 I	1	Elementary

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Principal I SG 19	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	HT for 1 year or TIC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	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
6. NBI of Police Clearance
7. PSA issued Marriage Contract/CENOMAR
8. PSA issued Certificate of Live Birth



Brgy. PotoI, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net



DIVISION MEMORANDUM

No. 144 s. 2020

Page 2 of 2

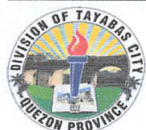
9. Certificate of Trainings for the last three(3) years or after the recent promotion
10. Required documents for evaluation as stipulated in the DO # 39 s. 2007 Modified Qualification Standards for the positions of Head Teachers and Principals & DO # 42, s. 2007 The Revised Guidelines on Selection, Promotion and Designation of School Heads
4. All applicants are advised to submit the documents for their outstanding accomplishments in a sealed envelope separate from their application.
5. All applicants should bring the original copy of their submitted required and other pertinent documents for evaluation on the scheduled day of evaluation of documents and interview of applicants.
6. Applicants are requested to be present during the evaluation and interview.

The timeline for the recruitment and selection process are indicated below.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	July 17, 2020 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	July 20-21, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	July 22, 2020
Written and Oral Communication Test	SDO Conference Hall	July 23, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	July 23 2020
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	July 23, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	July 24, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	July 27, 2020

7. 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.
8. Wide and immediate dissemination of the Memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. Potol, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net





Republic of the Philippines
Department of Education



JUN 15 2007

DepED ORDER
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools

Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
----------------	----	-------	-----------	------------	----------	-------------

For Elementary Schools:

Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)