



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

6 Nov 2023

DIVISION MEMORANDUM

No. 60 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
ASSISTANT SCHOOL PRINCIPAL I VACANT POSITION**

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 to **Assistant School Principal I** vacant position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 or the DepEd Merit Selection Plan and DepEd Order No. 007, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Assistant School Principal I	OSEC-DECSB-ASP1-270041-2010	SG 18	P 46,725.00	1	Luis Palad Integrated High School

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourage all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in DO No. 007, s. 2023 (**see attached Annex A**) properly labelled with ear tag per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) on or before **November 16, 2023 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/2023SDOTayabasApplicants> AFTER the submission of application. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

5. 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.



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

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 10 units in professional education	4 hours of relevant training	1 year of relevant experience	RA 1080	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

7. Below is the timeline for the recruitment and selection process of the said position:

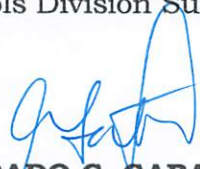
ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	November 16, 2023	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	November 17 - 20, 2023	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	November 21, 2023	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	November 21, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)]	November 24, 2023	SDO Conference Hall
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	November 28, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	November 28, 2023	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	November 29, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page

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

**For:**

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

**By:**

  
**CONRADO C. GABARDA**  
Administrative Officer V  
Officer-in-Charge

Encl: As stated

Reference: DepEd Order 019, s. 2022

DepEd Order 007, s. 2023

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

RSP  
ASSISTANT SCHOOL PRINCIPAL I  
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to assistant  
school principal i vacant position  
None/November 6, 2023



**Annex A**

**CHECKLIST OF REQUIREMENTS  
(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) or authenticated CSC Certification of Eligibility (screenshot from verification system of CSC is acceptable), if applicable;
4. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements, if applicable;
5. Photocopy of Certified true copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;
- 5.1. Masteral Degree (if any);
  - 5.2. Doctoral Degree (if any);
6. Updated Service Record;
7. Certificate of Employment;
8. Certificate of Training/s attended, if applicable;
- 8.1. Additional Means of Verification (MOVs) for trainings attended
9. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)
- Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>**

**Other documents as required in DepEd Order 007, s. 2023:**

10. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (if applicable);

**Note: For positions with experience requirement:**

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

11. **Outstanding Accomplishment** acquired or earned after the last promotion (if any);

11.1. **Awards and recognition**

11.1.1. Outstanding Employee Award

- 11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search
- 11.1.1.2. Certificate of Recognition/Merit

11.1.2. Awards as Trainer/Coach

- 11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.
- 11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity



**11.2. Research and Innovation**

- 11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

**11.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)

- 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
- 11.3.2. Certificate of Participation or Attendance; and
- 11.3.3. Output/Adoption by the Organization/DepEd

**11.4. Resource Speakership/Learning Facilitation**

- 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
- 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
- 11.4.3. Slide deck/s used and/or Session guide/s

**11.5. NEAP Accredited Learning Facilitator**

- 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**12. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

**Note: For positions with experience requirement:**

**Relevant Intervention:**

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

**13. Applications of Learning and Development (L&D)**

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP);
- 13.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
- 13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

**14. Latest approved appointment (if any).**



**Annex B**

**DUTIES AND RESPONSIBILITIES  
(As per Republic Act No. 9155)**

1. Setting the mission, vision, goals and objectives of the school;
2. Creating an environment within the school that is conducive to teaching and learning;
3. Implementing the school curriculum and being accountable for higher learning outcomes;
4. Developing the school education program and school improvement plan;
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;
7. Administering and managing all personnel, physical and fiscal resources of the school;
8. Recommending the staffing complement of the school based on its needs;
9. Encouraging staff development;
10. Establishing school and community networks and encouraging the active participation of teachers' organizations, non-academic personnel of public schools, and parents-teachers-community associations;
11. 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
12. Performing such other functions as may be assigned by proper authorities.