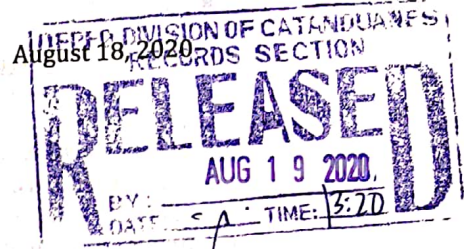




Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM  
 OSDS-UM-08-18-20/MBL

TO: Asst. Schools Division Superintendent  
 Division & Section Heads  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Elementary & Secondary School Heads  
 Human Resource Merit Selection & Promotion Board  
 All Other Concerned

In preparation to the forthcoming vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 42, s. 2007:

1. School Principal II- Secondary
2. School Principal I - Secondary

Criteria	School Head (Level 2)
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (Reference: DepEd Order No. 39, s. 2007).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
School Principal II	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA1080 (Teacher)
School Principal I	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	40 hours of relevant training	RA1080 (Teacher)



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This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle merit, fitness for the job and equal opportunity."

Applicants should prepare two (2) folders with the following documents:

**1st Folder (with labels/tabings)**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment
5. Latest Appointment
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

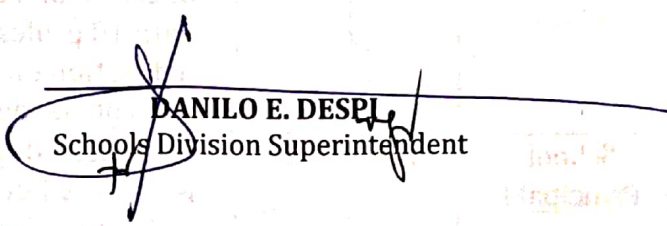
**2nd Folder (with labels/tabings)**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records or Certificate of Employment
6. License/ Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Other documents relevant to the position applied for

**First and second folders** must be sealed in an envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than **September 14, 2020**. **No application documents will be accepted after the deadline. Applicants are advised to bring their original documents on the day of evaluation.**

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination and guidance.

  
**DANILO E. DESPI**  
Schools Division Superintendent