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Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

September 28, 2023

DIVISION MEMORANDUM
 No. 393 s.2023

SUBMISSION OF APPLICATION FOR THE POSITION OF SCHOOL PRINCIPAL II (PILAR RURAL HIGH SCHOOL) AND SCHOOL PRINCIPAL I (LA PAZ DISTRICT)

To: The Human Resource Merit Promotion and Selection Board (HRMPSB)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals
All Interested and Qualified Applicants
All Others Concerned

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application documents of interested and qualified applicants for the positions of **School Principal II (Pilar Rural HS)** and **School Principal I (La Paz District)** as stipulated in the new guidelines on recruitment, selection, and appointment under **DepEd Order No. 007, s. 2023** and **DepEd Memorandum No. 025, s. 2023** re: **Amendment to DepEd Memorandum No. 100, s. 2022** (Results of the Fiscal Year 2021 National Qualifying Examination for School Heads) and **Clarification on the use of NQESH or Principal's Test Results in relation to DepEd Order No. 007, s. 2023.**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
School Principal II	SP2-90173-2010	20	57347	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units plus 6 units of management	40 hours of relevant training	1 year as Principal	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Pilar Rural High School



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School Principals	SPC- MECTY- 2018	18	51,257	Doctor's Degree in Elementary Education, or Bachelor's Degree with 18 professional education units	40 hours of relevant training	WT for 1 year, or TIC for 2 years, or WT for 2 years, or Teacher for 1 year	TEL (PNET) / LET (RA 1080)	Instructional Supervision, Learning Environment, Human Resource Management and Development, Parent's Involvement and Community Partnership, School Leadership, Management and Operations	La Paz District
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3. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before October 6, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **October 6, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	September 28, 2023 - October 6, 2023
b. Initial Evaluation of the Qualification of Applicants	Personnel Section, HRMO	10 working days
c. Posting of Initial Evaluation Result	Personnel Section	15 calendar days
d. Conduct of Comparative Assessment of Applicants	HRMPSB	1 day
i. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
ii. Signing of CAF	HRMPSB	1 day
e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer / Authority	ASDS	1 day



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4. As stipulated in the new guidelines on recruitment, selection, and appointment under DepEd Order No. 007, s.2023, an applicant shall submit the following documentary requirements and should be properly arranged in one folder and labeled following the sequence (**with respective tabbing**) as hereunder presented as follows: (**Bring the original copy during the conduct of interview**)

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of the Result of National Qualifying Examination for School Heads (NQESH), if applicable;
- f. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form Annex C of Deped Order 07, s. 2023, notarized by authorized official; and
- l. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.



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5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje, HRMO** at **0965-516-9360** at DepEd Division Office.
6. Immediate dissemination of this memorandum is desired.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

FBPareño/ OSDS/ ASU/ PER



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