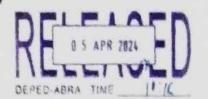


Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

APRIL 5, 2024

DIVISION MEMORANDUM

No. 4 s.2024

SUBMISSION OF APPLICATION FOR THE POSITION OF SCHOOL PRINCIPAL I
(MANABO 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 position of School Principal I (Manabo 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.
- The minimum qualification standards are as follows:

						Qualificati	on standards		
Position	Plantilla Item No.	50	Monthly Salary	Education	Training	Experience	Eligibility	(if applicable)	Place of Assignment
School Principal I	SP1- 90204- 2010	19	51357	Bachelor in Elementary Education, or flachelor's Degree with 18 professional education units	40 hours of relevant training	HT for 1 year, or TIC for 2 years; or MT for 2 years, or Teacher for 5 years	TR./PMET/ LET/RA 1080	Instructional Supervision, Learning Environment , Human Resource Management and Development , Parent's Involvement and Community Partnership, School Leadership, Management and Operations	Manabo District









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

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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 April 17, 2024 at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond April 17, 2024 will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	April 5, 2024 – April 17, 2024	
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section		
o. 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	
Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	ASDS	1 day	

- 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;
 - 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;









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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;

Photocopy of the Performance Rating in the last rating period(s) covering one
 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
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - 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.

In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

- 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

OSDS/Admin/Per/gbc/fbp









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