



# SCHOOLS DIVISION OFFICE OF BATAAN

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Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

January 2, 2020

## DIVISION MEMORANDUM

No. 02 s. 2020

### DIVISION RANKING OF ELEMENTARY SCHOOL PRINCIPAL I, ELEMENTARY SCHOOL PRINCIPAL II, SECONDARY SCHOOL PRINCIPAL I, SECONDARY SCHOOL PRINCIPAL II AND EDUCATION PROGRAM SUPERVISOR

**To:** Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
SDO Personnel  
All Others Concerned

1. This Office announces the conduct of the Division Ranking of **Elementary School Principal I, Elementary School Principal II, Secondary School Principal I, Secondary School Principal II and Education Program Supervisor** to be held at DepEd SDO-Bataan Conference Hall, Balanga City, Bataan on the following schedules:

VACANCY	TIME & DATE OF RANKING
<b>SCHOOL PRINCIPAL I (ELEMENTARY &amp; SECONDARY)</b>	<b>JANUARY 23, 2020, 9:00 a.m.</b>
<b>SCHOOL PRINCIPAL II (ELEMENTARY &amp; SECONDARY)</b>	<b>JANUARY 24, 2020, 9:00 a.m.</b>
<b>EDUCATION PROGRAM SUPERVISOR</b>	<b>JANUARY 28, 2020, 9:00 a.m.</b>

2. Qualified applicants, regardless of age, gender, civil status, disability, ethnicity, religion or political affiliation are enjoined to participate.

## "WE MOULD HEROES"

### VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

### MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners

### QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



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3. The legal bases for ranking:

VACANCY	NO. OF ITEM	LEGAL BASES FOR RANKING
<b>SCHOOL PRINCIPAL I (ELEMENTARY)</b>	<b>1</b>	<b>Dep-Ed Order No. 39, Series of 2007</b> entitled Modified Qualification Standards for the Positions of Head Teachers and Principals and
<b>SCHOOL PRINCIPAL II (ELEMENTARY)</b>	<b>1</b>	<b>Dep-Ed Order No. 42, Series of 2007</b> entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads

VACANCY	NO. OF ITEM	LEGAL BASES FOR RANKING
<b>SCHOOL PRINCIPAL I (SECONDARY)</b>	<b>1</b>	<b>Dep-Ed Order No. 39, Series of 2007</b> entitled Modified Qualification Standards for the Positions of Head Teachers and Principals and
<b>SCHOOL PRINCIPAL II ( SECONDARY )</b>	<b>1</b>	<b>Dep-Ed Order No. 42, Series of 2007</b> entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads

VACANCY	NO. OF ITEM	LEGAL BASES FOR RANKING
<b>EDUCATION PROGRAM SUPERVISOR</b>	<b>1</b>	<b>Dep-Ed Order No. 66, Series of 2007</b> entitled The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (Teaching & Related Teaching Group)

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4. The qualification standards are as follows:

QUALIFICATION STANDARDS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>SCHOOL PRINCIPAL I (ELEMENTARY)</b>	Bachelor's Degree 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; Teacher for 5 years	40 hours relevant training	R.A. 1080 (Teacher)
<b>SCHOOL PRINCIPAL II (ELEMENTARY)</b>	Bachelor's Degree Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours relevant training	R.A. 1080 (Teacher)
<b>SCHOOL PRINCIPAL I (SECONDARY)</b>	Bachelor's Degree Secondary 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; Teacher for 5 years	40 hours relevant training	R.A. 1080 (Teacher)
<b>SCHOOL PRINCIPAL II (ELEMENTARY)</b>	Bachelor's Degree Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours relevant training	R.A. 1080 (Teacher)

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<b>EDUCATION PROGRAM SUPERVISOR</b>	Master's Degree in Education or other relevant Master's Degree with Specific area of Specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	Eight (8) hours relevant training	RA 1080 (Teacher)
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5. The documents listed hereunder for the **ELEMENTARY SCHOOL PRINCIPAL I, ELEMENTARY SCHOOL PRINCIPAL II, SECONDARY SCHOOL PRINCIPAL I and SECONDARY SCHOOL PRINCIPAL II** applicant must be properly labeled inside a long brown envelope with applicant's name, present position/designation, school, written on the extreme left corner of the envelope, to wit:

- Letter of intent;
- Form 212 (PDS);
- Results of the NQESH;
- Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
- Result of Rating obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid PRC professional identification card;
- Certified True Copies of Performance Ratings; (SY 2018-2019; SY 2017-2018; SY 2016-2017);
- Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
- Updated Service Record;
- Certificates of seminars and relevant trainings attended (all original);
- Latest CSC Form 33 (Appointment);
- Outstanding Accomplishments (Certificates; 1-5)
  - Outstanding Employee Award
  - Innovations
  - Research and Development Program
  - Publication / Authorship
  - Consultant / Resource Speaker
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

6. The documents listed hereunder for the **EDUCATION PROGRAM SUPERVISOR** applicant must be properly labeled in a long brown envelope with applicant's name, present position/designation, school/establishment presently connected with,

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position being applied for, written on the extreme left corner of the envelope, to wit:

- a. Letter of intent;
  - b. Form 212 (PDS);
  - c. Masteral Degree in Education or other Relevant Master's Degree with Specific area of Specialization for Education Program Supervisor;
  - d. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-graduate degrees;
  - e. Ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid/updated PRC professional identification card;
  - f. Certified True Copies of Performance Ratings;  
(SY 2018-2019; SY 2017-2018; SY 2016-2017);
  - g. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
  - h. Certificates of relevant trainings attended (all original);
  - i. Updated Service Record;
  - j. Certificates of Seminars attended (all original);
  - k. Latest CSC Form 33 (Appointment);
  - l. Outstanding Accomplishments (Certificates; a-e)
    - I.1. Outstanding Employee Award
    - I.2. Innovations
    - I.3. Research and Development Program
    - I.4. Publication / Authorship
    - I.5. Consultant / Resource Speaker
  - m. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
7. Applicants are advised to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions to the Schools Division Office c/o **Mrs. Roshenar V. Cruz**, Administrative Officer IV on the following schedules:

**a.) ELEMENTARY SCHOOL PRINCIPAL I**

January 14, 2020, Tuesday  
9:00 a.m. until 12:00 noon

**b.) ELEMENTARY SCHOOL PRINCIPAL II**

January 14, 2020, Tuesday  
1:00 p.m. until 4:00 p.m.

**c.) SECONDARY SCHOOL PRINCIPAL I**

January 15, 2020, Wednesday  
9:00 a.m. until 12:00 noon

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**d.) ELEMENTARY SCHOOL PRINCIPAL II**

January 15, 2020, Wednesday  
1:00 p.m. until 4:00 p.m.

**e.) EDUCATION PROGRAM SUPERVISOR**

January 16, 2020, Thursday,  
9:00 a.m. until 12:00 noon

8. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, Ph.D. CESO V**  
Schools Division Superintendent

Ad1/Ad3

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