



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

May 28, 2021

**DIVISION MEMORANDUM**

No. 198, s. 2020

**DIVISION RANKING OF ELEMENTARY SCHOOL PRINCIPAL I  
and ELEMENTARY HEAD TEACHER III**

**To:** OIC-Assistant Schools Division Superintendent  
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 the following vacancies in the Division and to be held via Zoom Conferencing

VACANCY	DATE & TIME OF RANKING
<b>ELEMENTARY SCHOOL PRINCIPAL I (1)</b>	<b>June 24, 2021 10:00 am; Thursday</b>
<b>ELEMENTARY HEAD TEACHER III (1)</b>	<b>June 24, 2021 1:00 pm; Thursday</b>

2. The following will be the legal bases for ranking:

VACANCY	LEGAL BASES FOR RANKING
<b>ELEMENTARY SCHOOL PRINCIPAL I</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>ELEMENTARY HEAD TEACHER III</b>	<b>Dep-Ed Order No. 42, Series of 2007</b> entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads



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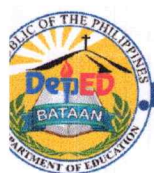


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3. All qualified applicants including persons with disability (PWD), members of indigenous communities and those from sexual orientation and gender identities (SOGI), religion and political affiliation are enjoined to participate.
4. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>SCHOOL PRINCIPAL I (ELEMENTARY) SG-19</b>	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher for 2 years; Teacher for 5 years	40 hours relevant training	RA 1080 (Teacher)
<b>HEAD TEACHER III (ELEMENTARY) SG-16</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 units professional education units	Head Teacher for 2 years; TIC for 2 years or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)

5. The documents to be submitted by the applicants for the **VACANCY FOR SCHOOL PRINCIPAL I-ELEMENTARY and HEAD TEACHER III-ELEMENTARY** are as follows:
- a. **Letter of intent;**
- b. **Eligibility Documents:**
- Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
  - Original and/or Certified True Copy Appointment Papers CSC Form 33 or Certificate of Employment with specific duties and functions; and/or any other similar documents relevant to the position being applied for;
  - Certificate of Participation / Attendance on trainings or learning and development programs recognized by DepEd or other service providers/organizations duly recognized by the government; and
  - Copy of valid CSC Eligibility or PRC License. If expired, please attached a copy of proof of renewal.



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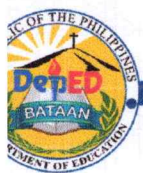




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**c. Pertinent Documents per DepEd Order No. 42 s. 2007;**

- i. Duly Accomplished Form 212 (PDS);
  - ii. Result of the NQESH for School Principal I – Elementary;
  - iii. Result of Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid PRC ID if applicable;
  - iv. Updated Service Record if applicable; or copy of certificate of employment with specific duties and functions relevant to the position being applied for; (similar to paragraph 6.b.ii );
  - v. Certified True Copies of Performance Ratings (SY 2019-2020; SY 2018-2019; and SY 2017-2018) if applicable;
  - vi. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
  - vii. Outstanding Accomplishments per **DepEd Order No. 42 s. 2007**
    - vii.1. Outstanding Employee Award
    - vii.2. Innovations
    - vii.3. Research and Development Program
    - vii.4. Publication / Authorship
    - vii.5. Consultant / Resource Speaker
  - viii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;
  - ix. Certificate of seminars and relevant trainings attended if applicable;
  - x. Other documents deemed relevant for appreciation relevant to the position applied for; and
  - xi. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. The eligibility and pertinent documents of applicant must have side tabbing.
7. Only applicant with notification either by e-mail and/or call will be required to join and participate in the scheduled virtual evaluation as stated in paragraph 1 of this Memorandum.
8. **ALL** applicants must submit all pertinent documents (original) to this Office Attention: **Roshenar V. Cruz**, Administrative Officer IV on **June 7, 2021; 8:00 in the morning until 12:00 noon** for verification purposes.
9. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
10. Immediate and wide dissemination of this Memorandum is desired.



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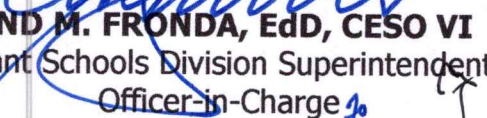
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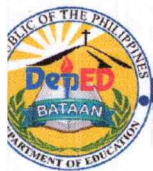
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**ROLAND M. FRONZA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

S2/A21/  
20210624 /  
2021 VARIOUS ITEMS FOR RANKING



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