



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

May 20, 2020

**DIVISION MEMORANDUM**

No. 116, s. 2020

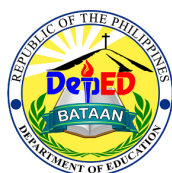
**DIVISION RANKING OF SCHOOL PRINCIPAL IV (JHS),  
ANTICIPATED VACANCIES FOR SCHOOL PRINCIPAL III, II AND I (JHS)  
REGISTRAR II J.C. PAYUMO NATIONAL HIGH SCHOOL (SHS)  
AND SCHOOL DIVISION OFFICE-PLANNING OFFICER III**

**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 Evaluation of Applicants for the Appointment and Promotion of vacant positions and anticipated vacancies to be held at SDO-Bataan Conference Hall, Balanga City on the following schedules:

VACANCIES	DATE OF EVALUATION (FACE-TO-FACE)
PRINCIPAL IV (SECONDARY)	June 3, 2020, 9:00 am
ANTICIPATED VACANCY FOR PRINCIPAL III (SECONDARY)	June 3, 2020, 1:00 pm
ANTICIPATED VACANCY FOR PRINCIPAL II (SECONDARY)	June 4, 2020, 9:00 am
ANTICIPATED VACANCY FOR PRINCIPAL I (SECONDARY)	June 5, 2020, 9:00 am
REGISTRAR FOR SHS-J.C. PAYUMO NHS	June 2, 2020, 9:00 am
PLANNING OFFICER III FOR SDO-BATAAN	June 2, 2020, 1:00 pm

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



“WE MOULD HEROES”

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Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



ISO 9001: 2015 CERTIFIED

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

VACANCIES	NO. OF ITEMS	LEGAL BASES FOR RANKING
PRINCIPAL IV (SECONDARY)	1	<b>1. Dep-Ed Order No. 39, Series of 2007</b> <i>Modified Qualification Standards for the Positions of Head Teachers and Principals; and</i> <b>2. Dep-Ed Order No. 42, Series of 2007</b> <i>The Revised Guidelines on the Selection, Promotion and Designation of School Heads</i>
ANTICIPATED VACANCY FOR PRINCIPAL III (SECONDARY)	1	
ANTICIPATED VACANCY FOR PRINCIPAL II (SECONDARY)	1	
ANTICIPATED VACANCY FOR PRINCIPAL I (SECONDARY)	1	
REGISTRAR FOR SHS-J.C. PAYUMO NHS	1	<b>1. Dep-Ed Order No. 19, Series of 2016</b> <i>Guidelines on the Organization Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS); and</i> <b>2. Dep-Ed Order No. 66, Series of 200</b> <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (Non-Teaching Group LEVEL 2)</i>
PLANNING OFFICER III FOR SDO-BATAAN	1	<b>1. Dep-Ed Order No. 66, Series of 2007</b> <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (Non-Teaching Group LEVEL 2)</i>

4. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PRINCIPAL IV (SECONDARY)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional Education units plus 6 units of Management	3 years as Principal	Forty (40) hours of relevant training	RA 1080 (Teacher)
ANTICIPATED VACANCY FOR PRINCIPAL III (SECONDARY)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional Education units plus 6 units of Management	2 years as Principal	Forty (40) hours of relevant training	RA 1080 (Teacher)
ANTICIPATED VACANCY FOR PRINCIPAL II (SECONDARY)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional Education units plus 6 units of Management	1 year as Principal	Forty (40) hours of relevant training	RA 1080 (Teacher)

<b>ANTICIPATED VACANCY FOR PRINCIPAL I (SECONDARY)</b>	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	Forty (40) hours of relevant training	RA 1080 (Teacher)
<b>REGISTRAR FOR SHS J.C. PAYUMO NHS</b>	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
<b>PLANNING OFFICER III SDO-Bataan</b>	Bachelor's Degree relevant to the job	2 years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional) Second Level Eligibility

5. The documents to be submitted by the applicants for the **PRINCIPAL IV, ANTICIPATED VACANCY FOR PRINCIPAL III, PRINCIPAL II and I** are as follows:

a. Letter of intent;

**b. Eligibility Documents:**

- a.) Original and/or Certified True Copy of Transcript of Records for baccalaureate degree and post-baccalaureate degree ( 18 units of professional education for non Education graduates );
- b.) Original and/or Certified True Copy Appointment Papers CSC Form 33 as Principal or Designation as School Principal; or Certificate of Employment with specific duties and functions; and/or any other similar documents relevant to the position being applied for;
- c.) Certificate of Participation / Attendance with 40 hours of training or learning and development programs recognized by DepEd or other service providers/organizations duly recognized by the government; and
- d.) Copy of valid PRC License. If expired, please attached a copy of proof of renewal.

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

- a.) Form 212 (PDS);
- b.) Result of Rating obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers (LET/PBET) and valid PRC professional identification card;
- c.) Results of the National Qualifying Examination for School Heads (NQESH);
- d.) Updated Service Record;
- e.) Certified True Copies of Performance Ratings (SY 2018-2019; SY 2017-2018; SY 2016-2017);
- f.) Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V;
- g.) Outstanding Accomplishments per DepEd Order No. 47 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
  - h.) Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree;
  - i.) Certificate of seminars and relevant trainings attended;
  - j.) Other documents deemed relevant for appreciation relevant to the position applied for; and
  - k.) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
- 6. The documents to be submitted by the applicants for the **REGISTRAR I – SHS (J.C. PAYUMO NHS)** and **PLANNING OFFICER III – SDO BATAAN** are as follows:
  - a. Letter of intent;
  - b. Eligibility Documents:**
    - i. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree relevant to the position applied for;
    - ii. 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;
    - iii. 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
    - iv. Copy of valid CSC Eligibility or PRC License. If expired, please attached a copy of proof of renewal.
  - c. Pertinent Documents per DepEd Order No. 42 s. 2007**
    - i. Form 212 (PDS);
    - ii. Certificate of Rating as 2<sup>nd</sup> level CSC Eligible (Professional);
    - iii. Result of Licensure Examination 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 2018-2019; SY 2017-2018; SY 2016-2017) 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. 47 s. 2007 (if applicable)
      - 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.
- 7. In order to minimize the incidence of virus transmission, the enumerated documents

in paragraphs 5 (a to c.xi) and 6 (a to c.xi) of this Memorandum and any other pertinent documents of interested applicants for the abovementioned positions shall be **SCANNED** in Portable Document Format (PDF) and shall be **SUBMITTED ONLINE** using the links below **on or before May 28, 2020**. Applicants are enjoined to strictly observe the submission of documents.

**a. FOR PRINCIPAL POSITIONS:**

Link: **[https://bit.ly/SDOBTN\\_Ranking\\_Principal](https://bit.ly/SDOBTN_Ranking_Principal)**

**FOR REGISTRAR AND PLANNING OFFICER:**

Link: **[https://bit.ly/SDOBTN\\_Ranking\\_Registrar-Planning](https://bit.ly/SDOBTN_Ranking_Registrar-Planning)**

8. Only applicants with notification either by e-mail and/or call will be required to join and participate in the scheduled face-to-face evaluation as stated in paragraph 1 of this Memorandum. Personal submission of pertinent documents shall not be allowed and entertained. However, said documents (original and photocopies) shall be brought on the day of ranking 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.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent