



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III



SCHOOLS DIVISION OFFICE OF BATAAN

Website: www.depedbataan.com | email: bataan@deped.gov.ph | FB Page: <https://www.facebook.com/DepedBataan>
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

January 28, 2020

DIVISION MEMORANDUM

No. 042 s. 2020

**DIVISION RANKING OF ELEMENTARY SCHOOL PRINCIPAL IV,
ELEMENTARY SCHOOL PRINCIPAL III AND
ASSISTANT SCHOOL PRINCIPAL II-SENIOR HIGH SCHOOL**

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 for the below vacancies to be held at SDO-Bataan Conference Hall, Balanga City on the following schedules:

VACANCIES	DATE OF RANKING
PRINCIPAL IV (ELEMENTARY)	February 19, 2020, 9:00 am
ANTICIPATED VACANCY FOR PRINCIPAL III (ELEMENTARY)	February 19, 2020, 9:00 am
ASSISTANT SCHOOL PRINCIPAL II-Senior High School (SHS)	February 19, 2020, 1:00 pm

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

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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 following will be the legal bases for ranking:

VACANCIES	NO. OF ITEMS	LEGAL BASES FOR RANKING
PRINCIPAL IV (ELEMENTARY)	1	Dep-Ed Order No. 39, Series of 2007 entitled Modified Qualification Standards for the Positions of Head Teachers and Principals and Dep-Ed Order No. 42, Series of 2007 entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads
ANTICIPATED VACANCY FOR PRINCIPAL III (ELEMENTARY)	1	Dep-Ed Order No. 39, Series of 2007 entitled Modified Qualification Standards for the Positions of Head Teachers and Principals and Dep-Ed Order No. 42, Series of 2007 entitled The Revised Guidelines on the Selection, Promotion and Designation of School Heads
ASSISTANT SCHOOL PRINCIPAL II (SHS)	1	Dep – Order No. 19, Series of 2016 entitled Guidelines on the Organizational Structures and Staffing Patterns of Stand - Alone and Integrated Public Senior High School Dep – Ed Order No. 42, Series of 2007 entitled <i>The Revised Guidelines on Selection, Promotion and Designation of School Heads</i>

4. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PRINCIPAL IV (ELEMENTARY)	Bachelor's Degree in Elementary 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)

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PRINCIPAL III (ELEMENTARY)	Bachelor's Degree in Elementary 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)
ASSISTANT SCHOOL PRINCIPAL II (SHS)	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	Eight (8) hours of relevant training	RA 1080

5. The documents listed hereunder for the **PRINCIPAL IV, PRINCIPAL III and ASSISTANT SCHOOL PRINCIPAL II (SHS)** 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 National Qualifying Examination for School Heads (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

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- k.4. Publication / Authorship
k.5. Consultant / Resource Speaker
- l. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. Applicants are enjoined 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.) Principal IV | February 12, 2020, Wednesday
9 am until 12 noon |
| b.) Principal III | February 12, 2020, Wednesday
1 pm until 4 pm |
| c.) ASP II-SHS | February 13, 2020, Thursday
9 am until 12 noon |
7. Immediate and wide dissemination of this Memorandum is desired.

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

A21/A23

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