



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

MAY 19 2023

**DIVISION MEMORANDUM**  
**NO. 156, S.2023**

**CALL FOR APPLICATION FOR VACANT SCHOOL ADMINISTRATION POSITION  
IN SDO BATAAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior and Senior High School Heads  
All Others Concerned

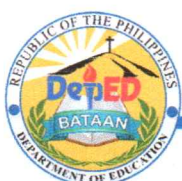
1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR SCHOOL ADMINISTRATION POSITION IN SDO BATAAN**, on May 23, 2023 at the Schools Division Office. The dates and venues of the ranking shall be announced later.

Position	Position Title (Parenthetical Title, if applicable)	Salary/Job/Pay Grade	Place of Assignment
School Administration	School Principal I	19	SDO BATAAN

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>SCHOOL ADMINISTRATION POSITION</b>				
<b>SCHOOL PRINCIPAL I</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 (MT) for 2 years or Teacher for 5 years	40 hours relevant training	RA 1080 (Teacher)

3. The assessment for the position shall be based on *Enclosure No. 3 to DepEd Order No. 007, s. 2023, "Criteria and Point System for Hiring and Promotion to School Administration Positions."*



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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001300





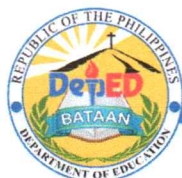
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4. All interested applicants are enjoined to refer to the attached Memorandum DM-OUHROD-2023-0490 dated 12 April 2023, titled "*Appointment of Principal I Position in Relation to the Provision of DepEd Order 007, s. 2023.*"
5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
6. Applicants shall submit **one copy** of required documents enclosed in a brown expandable envelope.
7. Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking. Folders of the applicants shall contain the following documents:
  - a. LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

**CAROLINA S. VIOLETA, EdD, CESO VI**

Schools Division Superintendent  
Schools Division Office of Bataan  
City of Balanga, Bataan

- b. PDS (CS Form No. 12, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Certificate of Eligibility/Report of Rating;
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of scholastic/academic record (e.g. Transcript of Records including graduate and post-graduate units/degrees, if available);
- f. Certificate of Employment, Contract, or Duly signed Service Record, whichever is/are applicable;
- g. Photocopy of Certificates of Training, if applicable;
- h. Photocopy of the Performance Rating/s covering one-year performance in the last rating period/s prior to the assessment, if applicable;
- i. Notarized Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (**Annex C**);
- j. Other documents as may be required



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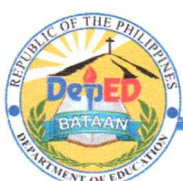
- a. Photocopy of Latest Appointment, if applicable (for promotion)
  - b. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (g) is not relevant to the position to be filled
  - c. Means of Verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment
8. After initial evaluation, qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
9. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the actual face-to-face evaluation and ranking. Inability to present any of these documents may lead to disqualification.
10. Immediate and wide dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

Reference: Enclosure No. 3 to DepEd Order No. 007, s. 2023  
Memorandum DM-OUHROD-2023-0490

To be included in the Perpetual Index  
Under the following:  
LEADERS                      PROMOTIONS  
LEARNERS  
SEARCH  
SCHOOLS

AD5



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CSC PRIME-HRM BRONZE AWARD



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-0490

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

FROM :   
**REVSEE A. ESCOBEDO**  
*Undersecretary for Operations  
Officer-in-Charge, Office of the Undersecretary  
for Human Resource and Organizational Development*

SUBJECT : **APPOINTMENT OF PRINCIPAL I POSITION IN RELATION TO  
THE PROVISION OF DEPED ORDER 007, s. 2023**

DATE : 12 April 2023

With the issuance of DepEd Order (DO) No. 007, s. 2023, "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education," several issues and concerns have emerged from the field, including the requirement on the National Qualifying Examination for School Heads (NQESH) for appointment to entry level school principal positions. Section 8(a) of Enclosure No. 3 of DO 007, s. 2023 states that:

*"For the purpose of hiring and appointment to **entry-level school principal positions**<sup>1</sup>, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).*

*The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component."*

This has resulted to a misconception that the NQESH is no longer a requirement in the appointment to entry level school principal positions. In addition, the said provision necessitates a clarification on its relationship with DM No. 100, s. 2022 titled

<sup>1</sup> Entry-level school principal positions include School Principal I (SP I), Special School Principal I (SSP I) in Elementary, Junior High School, and Senior High School levels, including Assistant School Principal II (ASP II).

Results of the Fiscal Year 2021 National Qualifying Examination for School Heads which describes the qualification status of test takers depending on their rating, as follows:

Category	No. of Examinees	Status
Category A	2,203 (36.93%)	<b>ELIGIBLE</b> to the next stage for Principal I positions (such as interview and paper screening).
Category B	2,096 (35.10%)	<b>MAY TAKE the next NQESH</b> in 2023 after the provision of coaching and mentoring sessions with an experienced/outstanding Principal. They <b>shall be prioritized</b> to be designated as Officer in Charge/Teacher in Charge in case of deficiency of eligible Principal I applicants.
Category C	1,667 (28%)	<b>MUST UNDERTAKE a School Heads Development Program (SHDP)</b> through NEAP or authorized external service providers before they are allowed to retake the NQESH in 2024.

Further, it is also necessary to reiterate the significance of NQESH as the existing mechanism in assessing the proficiency of the takers' competencies in becoming a school head based on the Philippine Professional Standards for School Heads (PPSSH) and that it is deemed as a **Dimension of Preparedness** of aspiring principals.

In view of the reasons above, **all Schools Division Superintendents are instructed to hold in abeyance the appointment of School Principal I position until a DepEd Memorandum clarifying this concern is issued.**

For guidance and strict compliance.

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
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 Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.