



Department of Education

Region V

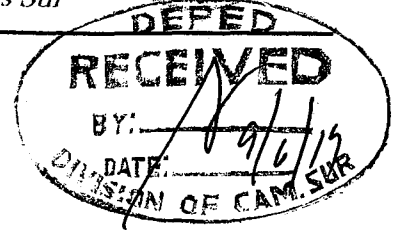
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur




DIVISION MEMORANDUM

No. 328, s. 2019



TO: Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools
All Others Concerned

FROM: 
SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: RANKING FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL I

DATE: August 19, 2019

1. This office shall conduct an evaluation and ranking of interested and qualified applicants to the position of Elementary School Principal I.

2. Per DepEd Order No. 39, S. 2007, applicants must possess the following:

Education: Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 units Professional Education Units.

Experience: HT I for 1 year, TIC for 2 years, Master Teacher for 2 years, or Teacher for 5 years.

Training: 40 hours relevant training

Eligibility: RA 1080 Teacher

Examination: Principal Test (Passed)

3. Applicants shall submit the following documents:

Upon application

- a. Application letter stating the position applied for
- b. CSC Form 212 (Personal data Sheet) with pass port size picture
- c. Updated Service Record
- d. Performance rating for the last 3 years
 - i. 2018-2019
 - ii. 2017-2018
 - iii. 2016-2017
- e. Transcript of Records and Special Order
- f. Latest PRC Certificate of Good Standing
- g. Eligibility Rating
- h. Copy of latest approved appointment
- i. Certificates of Relevant Trainings Attended
- j. Certificate of Passing the Principals' Test

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During the open deliberation

- a. Certificates and other documents relevant to the position applied for claims of outstanding accomplishments garnered from the last promotion such as; Awards, Consultancy/Speakership, Innovations and Action Research.
 - b. Scholarship programs, Short Courses or Study Grants
4. The following timetable of activities shall be observed:
- | | |
|---------------------------------|--|
| <u>September 12, 2019</u> | Submission of QS Documents |
| <u>September 13 to 17, 2019</u> | Preliminary Evaluation of QS documents by HRMO |
| <u>September 19, 2019</u> | Orientation of Qualified Applicants |
| <u>October 2, 2019</u> | Interview of Applicants and Open Deliberation |
| <u>To be announced later</u> | Written Examination |
| <u>October 3, 2019</u> | Submission of Rank List to the SDS |
5. As stated in DepEd Order No. 42, S. 2007, the criteria for Ranking Principal I (Elementary) are as follows:
- | Criteria | Maximum No. of Pts. |
|--|---------------------|
| Performance Rating | 30 pts. |
| Experience | 10 |
| Outstanding Accomplishments | 30 |
| Education and training | 20 |
| Potential | 5 |
| Psychosocial Attributes and personality Traits | 5 |
| Total | 100 pts. |
6. The Division Personnel Selection Board shall be composed of the following:
- Chairman: Cecile C. Ferro, Assistant Schools Division Superintendent
- Members: Maria Divina H. Calleja, HRMO
Gina A. Valenciano, Administrative Officer
Manuel R. Cabiles, President of Association of PSDS of CamSur
Palmetto P. Valencia, PESPA President
7. Applicants are advised to bring with them original documents for verification during the scheduled deliberation.
8. All expenses relative to the activities in this ranking shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.

References:

DO 39, s. 2007
DO 42, s. 2007