Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur

November 27, 2017

DIVISION MEMORANDUM
No. 394, s. 2017

RANKING FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL I

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

1. This office shall conduct the evaluation and ranking of all interested and qualified applicants to the position of Elementary School Principal I. All applicants can file their applications with the supporting documents at the office of the Human Resource on or before July 31, 2017.

2. Applicants must pass the **Qualifying Test for principals**. They shall meet the following Qualification Standards for the Elementary School Principal I per **DepEd Order No. 39, s. 2007.**

Education: Bachelors Degree in Elementary Education; or Bachelors 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

3. Applicants shall submit the following documents:
   a. Application letter stating the position applied for
   b. CSC Form 212 (Personal Data Sheet) Handwritten with pass port size picture
   c. Updated service record
   d. Performance Rating for the last 3 years
      i. 2016-2017
      ii. 2015-2016
      iii. 2014-2015
   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. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments gamered from the last promotion such as; Awards, Consultancy/Speakership, Innovations and Action Research.
   k. Scholarship programs, Short Courses or Study Grants

4. The following timetable of activities shall be observed:

Dec. 1, 2017	Submission of pertinent documents and Preliminary Evaluation of documents by HRMO
Dec. 4	Interview Applicants and Open Deliberation
Dec. 13	Written Examination
Dec. 19	Finalization and Approval of rank list
Dec. 22	Deployment conference

5. The criteria for for Ranking Principal I (Elementary) are as follows: (Reference: DepEd Order No.42, s. 2007)

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: Ms. Dolores Q. Mapusao, ASDS
   Members: HRMO Ms. Gina A. Valenciano
   Divina Calleja, OIC- Administrative Officer
   Ms. Agnes Cordial, PESPA President

7. Applicants are advised to bring with them their original documents for verification during the scheduled deliberation.

8. Immediate dissemination of and compliance with this Memorandum is desired.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

References:

DO 39 s. 2007
DO 42, s. 2007

To be indicated in the Perpetual index under the following subjects:

APPOINTMENT
OFFICIALS
POLICY
PROMOTION