



Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OFFICE OF CAMARINES SUR

February 11, 2020

ADVISORY

1. This is in reference to Division Memorandum No. 460, s. 2019 entitled ***“Ranking for the Positions of Public Schools District Supervisor (PSDS) and School Principal II (Elementary)”***. The following are the schedule of written test, interview and deliberation for School Principal II and Public Schools District Supervisor Applicants:

DATE	TIME	VENUE	ACTIVITIES
Feb. 17, 2020	1:00 pm	Pili East C/S	➤ Written Test for School Principal II Applicants
Feb. 19, 2020	8:30 am	Pili East C/S	➤ Written Test for Public Schools District Supervisor Applicants
Feb. 19, 2020	8:30 am	Pili East C/S	➤ Evaluation, Deliberation and Interview of School Principal II Applicants
Feb. 20, 2020	8:30 am	SDO Conf. Hall	➤ Evaluation, Deliberation and Interview of PSDS Applicants

2. Applicants who opt to apply for reclassification are advised to submit additional documents, viz:
- NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended;
 - SBM Task Force’s Certification as to the rating obtained in the internal and external stakeholder’s assessment (50%).
3. Applicants must meet the following Qualification Standards per DepEd Order No. 26, s. 2016, DepEd Order No. 39, s. 2007 and DepEd Order No. 97, s. 2011:

FOR NATURAL VACANCY					
POSITION TITLE	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELEGIBILITY
Public Schools District Supervisor	22	Master’s Degree in Education or other relevant Master’s Degree	Five (5) years cumulative experience in instructional supervision and school management	Sixteen (16) hours of relevant training	RA 1080 (Teacher)
Principal II	20	Bachelor’s degree in Elementary Education; or Bachelor’s degree w/ 18 professional education units + 6 units of Management	One (1) year as Principal	40 hours of relevant training	RA 1080 (Teacher)
FOR RECLASSIFICATION					
POSITION TITLE	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY and PERFORMANCE RATING
Principal II	20	Master’s degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher) At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	21	Master’s degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher) At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years



Address: Freedom Sports Complex, San Jose, Pili, Camarines Sur
Email: depd.camsur@depd.gov.ph
Website: www.depedcamsur.com
Telephone No: (telefax) 8713340

4. The following are the Criteria for Evaluation of Applicants:

CRITERIA	PSDS	Principal II (Natural Vacancy)	Principal II and Principal II (Reclassification)
Performance Rating	30	30	20
Experience	10	10	10
Outstanding Accomplishments	20	30	30
Education	15	10	10
Training	10	10	5
Potential	10	5	10
Psychosocial Attributes	5	5	15
TOTAL	100	100	100

5. The Division Promotion Selection Board shall be composed of the following:

A. PSDS

Chairman : LYNN ZUÑIGA-PADILLO, OIC-Assistant Schools Division Superintendent
Members : LITA T. MIJARES, CID Chief
MARIA DIVINA H. CALLEJA, Administrative Office IV – HRMO
or Her Representative
CYRIL R. SALAZAR, PSDS / CASESTEA President

B. PRINCIPALS

Chairman : LYNN ZUÑIGA-PADILLO, OIC-Assistant Schools Division Superintendent
Members : GINA A. VALENCIANO, Administrative Officer V
MARIA DIVINA H. CALLEJA, Administrative Office IV – HRMO
or Her Representative
PALMETTO P. VALENCIA, Principal I / PESPA President

6. Expenses of the Division Selection Committee relative to the evaluation of documents, interview and preparation of rank list shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is enjoined.


LOIDA N. NIDEA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 39, s. 2007
DepEd Order No. 42, s. 2007
DepEd Order No. 97, s. 2011
DepEd Order No. 26, s. 2016



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