



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

February 22, 2021

DIVISION MEMORANDUM
DM No. 074, s. 2021

**CALL FOR APPLICATION FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL III
OF SAN ANDRES CENTRAL SCHOOL, SAN ANDRES DISTRICT**

To: OIC-Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman and Members
Elementary School Principals
All Others Concerned

1. This office announces the opening of application for the position of Elementary School Principal III of San Andres Central School, San Andres District with the following Qualification Standards:

➤ **Elementary School Principal III (SG 21)**

Education : Bachelor of Elementary Education (BEEd) or
Bachelors Degree w/ 18 Professional Units in
Education plus 6 units of Management

Experience : 2 years as Principal

Training : 40 hours of relevant training

Eligibility : RA 1080

Preferred Qualification: Master's Degree

2. Applicants must be willing to be designated to San Andres Central School, San Andres District but may be transferred to any school within the division after 5 years as provided in DECS Order No. 7 s. 1999.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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AS-ANZ
SCHOOLS DIVISION OFFICE
QUEZON PROVINCE

UPLOADED
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Date/Time: 2/22/2021

By: Rommel

Ref. no. DM 074, s. 2021



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3. Interested and qualified applicants should signify their interest in writing and submit the following documents following the arrangement specified in DepEd Order No. 42, s. 2007:
 - a. Letter of Intent addressed to the Schools Division Superintendent
 - b. Personal Data Sheet with Picture
 - c. Performance Rating (3 Consecutive Years)
 - d. Experience (Service Record or Certificate of Employment)
 - e. Outstanding Accomplishment (if any)
 - a. Outstanding Employee Awards
 - b. Innovations
 - c. Research
 - d. Publication
 - e. Consultant/Resource Speakership in Trainings and Seminars
 - For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the open ranking.
 - f. Education and Training (Latest Transcript of Records)
 - g. Certificates of Trainings attended
 - h. Certificate of Eligibility
4. The field will be informed about the date of open ranking procedures, behavioral event interview and written examination through a separate memorandum.
5. Submit on or before March 12, 2021 (Friday) at the Records Section, Schools Division Office, Brgy. Talipan, Pagbilao, Quezon.
6. Posting and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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