



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

September 10, 2020

DIVISION MEMORANDUM
DM No. 245, s. 2020

**CALL FOR APPLICATION FOR THE POSITIONS OF SCHOOL PRINCIPAL IV AND
SCHOOL PRINCIPAL III**

To: OICs, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary, JHS and SHS Heads
All Other Concerned

1. This office announces the opening of application for the positions of School Principal IV and III with the basic Qualification Standards listed below;

POSITION/SALARY GRADE: SCHOOL PRINCIPAL IV/22
(LOPEZ NATIONAL COMPREHENSIVE HIGH SCHOOL)

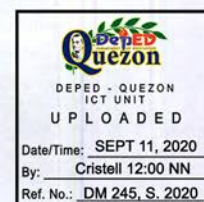
QUALIFICATIONS:

EDUCATION : Bachelor of Secondary Education (BSED) or Bachelors Degree
w/ 18 Professional Units in Education Plus 6 Units of
Management
EXPERIENCE : 3 years as Principal
TRAINING : 40 hours of relevant training
ELIGIBILITY : RA 1080/LET/ PBET

POSITION/SALARY GRADE: SCHOOL PRINCIPAL III/21

QUALIFICATIONS:

EDUCATION : Bachelor of Secondary Education (BSED) or Bachelors Degree
w/ 18 Professional Units in Education Plus 6 Units of



DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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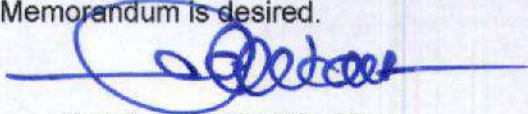




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	Management
EXPERIENCE	: 2 years as Principal
TRAINING	: 40 hours of relevant training
ELIGIBILITY	: RA 1080/LET/ PBET

2. All interested applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to submit **hardcopy** of pertinent documents to the Division Office **on or before September 22, 2020. No additional documents will be accepted after the scheduled date of submission to the Division Office.**
3. Pertinent documents submitted by the applicants should include the following with proper tabbing in one (1) set of application folder and should be arranged as listed below:
 - a. Letter of intent addressed to the Schools Division Superintendent.
 - b. Personal Data Sheet with Work Experience Sheet
 - c. Transcript of Records (Authenticated)
 - d. Authenticated Eligibility
 - e. Updated Service Record or Certificate of Employment with inclusive dates
 - f. Performance Rating for the last three (3) rating period (in current position if applicable)
 - g. Outstanding accomplishments relevant to the position shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
 - h. Certificate of Trainings and Seminars attended relevant to the position. However, training and seminars already used for an earlier promotion will no longer be credited for the next promotion.
4. After the appreciation of the documents, Memorandum will be posted containing the shortlisted qualified applicants who met the cut-off scores for the schedule of **interview and examination**.
5. All transactions in the Division Office shall strictly follow the prevailing health and safety protocols set by the IATF and DOH.
6. Immediate dissemination and strict compliance of the Memorandum is desired.


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

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