



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

22 June 2021

**DIVISION MEMORANDUM**

DM No. 417, s. 2021

**CALL FOR APPLICATION FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL II and PRINCIPAL III IN SDO - QUEZON**

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

1. This office announces the opening of application for the position of Elementary School Principal II with the following Qualification Standards:

- **Elementary School Principal II (SG-20)**
  - **Education:** Bachelor of Elementary Education (BEED) or Bachelor's Degree w/ 18 units professional units in Education plus 6 Units of Management
  - **Eligibility:** RA 1080
  - **Experience:** 1 year as Principal
  - **Training:** 40 hours relevant training
- **Elementary School Principal III (SG-21)**
  - **Education:** Bachelor of Elementary Education (BEED) or Bachelor's Degree w/ 18 units professional units in Education plus 6 Units of Management
  - **Eligibility:** RA 1080
  - **Experience:** 2 year as Principal
  - **Training:** 40 hours relevant training

2. Applicants must be willing to be assigned to schools located in far-flung areas.

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  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph

Registration Number: QAC/R63/0216
Date/Time: 6/24/2021
By: Romell
Ref. no. DM 417, 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 for Elementary School Principal.
  - a. Letter of Intent addressed to the Schools Division Superintendent specifying the school they wish to apply.
  - 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)
    1. Outstanding Employee Awards
    2. Innovations
    3. Research
    4. Publication
    5. 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
    1. Latest Transcript of Records
    2. Certificates of Trainings attended
  - g. Certificate of Eligibility
4. Submit on or before July 9, 2021 (Friday) at the Records Section, Schools Division Office, Brgy. Talipan, Pagbilao, Quezon or at the following sub-offices:
  - Real Sub-Office, Real CES, Real, Quezon
  - Catanauan Sub-Office, Catanauan CES, Catanauan, Quezon
  - Gumaca Sub-Office, Gumaca NHS, Gumaca, Quezon
5. Posting and immediate dissemination of this Memorandum is desired.

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

asds/06/14/2021

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