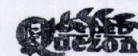




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: 8/15/2022

By: Rommel

Ref. no. DMCRD - 22

15 August 2022

**DIVISION MEMORANDUM**  
DM No. 670, s. 2022

**CALL FOR APPLICATION FOR THE POSITION OF SCHOOL PRINCIPAL II – SENIOR HIGH SCHOOL IN SDO QUEZON**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
PSB – Chairman and Members  
Public Elementary and Secondary Schools  
All Others Concerned

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

➤ **School Principal II - Senior High School (SG-20)**

- **Education:** Bachelor's degree in Secondary Education (BSED) or Bachelor's degree with 18 Professional Units in Education Plus 6 Units of Management
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** 1 year as Principal
- **Training:** 40 hours of relevant training in management and supervision

2. Interested and qualified applicants should signify their interest in writing and submit the following documents following arrangement specified in DepEd Order No. 42 S. 2007.

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Performance Rating (3 Consecutive Years)
- d. Photocopy of Service Record or Certificate of Employment, if applicable;
- e. Outstanding Accomplishment (if any)
  1. Outstanding Employee Awards
  2. Innovations
  3. Research
  4. Publication
  5. Consultant/Resource Speakership in Trainings and Seminars

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





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- 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. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - g. Photocopy of Certificates of Training attended
  - h. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - i. Omnibus Sworn Statement;
  - j. Other documents as may be required.
3. Interested applicants must submit their pertinent documents to the nearest Sub-Office (Real, Catanauan, Gumaca) and at the Division Office in Pagbilao, Quezon c/o the Records Section on or before **August 25, 2022 (Thursday)**. Documents should be in **proper arrangement** and **properly labelled with ear tag** as stated in **item no. 2** of this memorandum. In addition, **no further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements (item no. 2.j) shall not warrant exclusion from the pool of official applicants.**
4. Secondary School Principal applicants who are included in the Registry of Qualified Applicants (RQA) SY 2021-2022 for Junior High School Principal II may submit intention to apply for SHS Principal II. They may also update their documents to upgrade their score.
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

Perajmo08/15/2022

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