



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



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: NOV 09 2022

By: Quintel N. Lopez

Ref. no. DMQI.C. 2022

8 November 2022

DIVISION MEMORANDUM

DM No. 921, s. 2022

**CALL FOR APPLICATION FOR THE POSITION OF ELEMENTARY AND SECONDARY
PRINCIPAL I 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 Elementary and Secondary School Principal I in SDO Quezon with the following Qualification Standards:

➤ **School Principal I (Elementary) / SG-19**

- **Education:** Bachelor's degree in Elementary Education (BEED) or Bachelor's degree with 18 Professional Units in Education
- **Eligibility:** RA 1080 (Teacher) , NQESH Passer
- **Experience:** Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years
- **Training:** 40 hours of relevant training

➤ **School Principal I (Secondary) / (SG-19)**

- **Education:** Bachelor's degree in Secondary Education (BSED) or Bachelor's degree with 18 Professional Units in Education
- **Eligibility:** RA 1080 (Teacher) , NQESH Passer
- **Experience:** Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years
- **Training:** 40 hours of relevant training

DEPEDQUEZON-TM-SDS-04-009-003



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2. Interested and qualified applicants should signify their interest in writing and submit the following documents following arrangement :
 - 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
 - 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. Qualified applicants may 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 **November 21, 2022 (Monday), 5:00 PM**. 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**

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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. 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

Perajmo11/08/2022

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