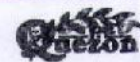




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: NOV 10 2022  
By: Engr. 4:46 pm  
Ref. no. DM 931, s. 2022

10 November 2022

**DIVISION MEMORANDUM**  
DM No. 931, s. 2022

**CALL FOR APPLICATION FOR THE POSITION OF ASSISTANT SCHOOL PRINCIPAL II  
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 Assistant School Principal II in SDO Quezon with the following Qualification Standards:

➤ **Assistant School Principal II / SG-19**

- **Education:** Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with 18 Professional Units in Education
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** 2 years relevant experience
- **Training:** 8 hours of relevant training

Applicants to the said position should meet the above qualification standards, subject to the guidelines on selection and promotion of school heads, which includes passing of the National Qualifying Examination for School Head (NQESH).

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

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

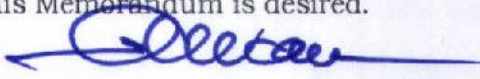




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2. Innovations
  3. Research
  4. Publication
  5. Consultant/Resource Speakership in Trainings and Seminars
- For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be 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. Ominibus 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 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

Perajmo11/10/2022  
DEPEDQUEZON-TM-SDS-04-009-003



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