



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

January 10, 2024

SCHOOLS DIVISION MEMORANDUM

No. 015, s. 2024

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS
FOR RECLASSIFICATION OF PRINCIPAL II, PRINCIPAL III, AND PRINCIPAL IV
POSITIONS (ELEMENTARY)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School heads
All Others Concerned

1. With reference to DepEd Order No. 97, s. 2011 as the *Revised Guidelines on the Allocation and Reclassification of School Head Positions*, this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the call for submission of applications, screening and evaluation of applicants for reclassification of position with the following details:

FOR PRINCIPAL II

Salary Grade / Salary: SG 20 – 616, 284.00

Qualification Standards

Education: Master's Degree in the field of administration, supervision, leadership or management plus 6 Doctoral Units.

Experience: One (1) year as Principal I

Training: 48 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion.

Eligibility: RA 1080 (Teacher)

FOR PRINCIPAL III

Salary Grade / Salary: SG 21 – 767,964.00

Qualification Standards

Education: Master's Degree in the field of administration, supervision, leadership or management plus 12 Doctoral Units.

Experience: Two (2) years as Principal II

Training: 56 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion.

Eligibility: RA 1080 (Teacher)



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FOR PRINCIPAL IV

Salary Grade / Salary: SG 22 – 858,142.00

Qualification Standards

Education: Master's Degree in the field of administration, supervision, leadership or management plus 24 Doctoral Units.

Experience: Two (2) years as Principal III

Training: 56 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion.

Eligibility: RA 1080 (Teacher)

2. The said evaluation has the following timeline:

February 5-9, 2024 -	Submission and Receipt of Application Documents
February 12, 2024 -	Initial Evaluation of the Qualification of Applicants
February 14, 2024, 9am onwards -	Comparative Assessment of Applicants
February 19, 2024 -	Posting of the Results of Comparative Assessment of Applicants

3. Interested applicants are advised to submit through the SDO Records Section the following documents on or before February 9, 2024, 5:00 p.m. Additional documents shall not be accepted after the said deadline.

- Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
- Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility /Rating, if applicable;
- Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;



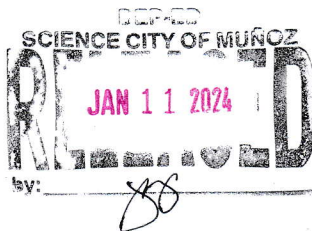
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- i. Photocopy of the Performance Rating at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last two years from the effectivity of latest appointment.
 - j. Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 1*), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(j) is not relevant to the position to be filled, if applicable.
4. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.
6. Kindly bring original documents on the day of evaluation for verification and other purposes.
7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant.
8. After the Comparative Assessment, the HRMPSB shall conduct performance evaluation and validation prior to endorsement for reclassification to Regional Office.
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9. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate and wide dissemination of this Memorandum is desired.




JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: MECS 10 s. 1979 and DECS 57 s. 1997
To be indicated in the Perpetual Index
Under the following subject:

COMPARATIVE ASSESSMENT

HRMPSB/ CA PRINCIPAL II PRINCIPAL III PRINCIPAL IV
January 26, 2024

