



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 180, s. 2023

MAY 04 2023

APPLICATION FOR VACANT SCHOOL PRINCIPAL I POSITIONS

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

1. This is to announce to the field that this Office is now accepting applications for the following vacant positions with corresponding qualification standards in the Schools Division Office of Kabankalan City:

Position/Item Number	Education	Training	Experience	Eligibility	Place of Assignment
School Principal I OSEC-DECSB-SP1-420018-2014	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) Principal's Test	Tagukon NHS
School Principal I OSEC-DECSB-SP1-420013-2014 OSEC-DECSB-SP1-420824-2010 OSEC-DECSB-SP1-420830-2010 OSEC-DECSB-SP1-420841-2010 OSEC-DECSB-SP1-420842-2010 OSEC-DECSB-SP1-420850-2010 OSEC-DECSB-SP1-420846-2010 OSEC-DECSB-SP1-420848-2010 OSEC-DECSB-SP1-420851-2010	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) Principal's Test	Elementary Schools in SDO Kabankalan City
Note: Relevant Training for School Principal must be a training in school-based management, human resource management, financial management, instructional leadership, or courses offered by the National Educators Academy of the Philippines or SEAMEO-INNOTECH					

2. The application is open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity, and political affiliation.





Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

3. Applicants shall furnish an application letter addressed to:

MICHELL L. ACOYONG, CESO VI
*Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent*

4. Applicants shall submit their application to the Records Section of this Schools Division **not later than 5 p.m. of May 18, 2023.**

5. The application shall include the following documents listed hereunder and shall be submitted in one (1) set arranged accordingly with ear tabs:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished and notarized PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to transcript of Records and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on 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 (Annex A), 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.

6. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation shall automatically disqualify the applicant from the selection process.

7. There shall be no retrieval of documents once the application is stamped received by the Records Unit. No additional documents will be accepted beyond the deadline of submission of application.

8. Applicants shall be given their corresponding application code after the HRMO has verified their respective documents.

9. Below is the schedule relative to the conduct of this activity:

Activity	Date	Venue	In Charge
Submission of application	May 5, 2023 to May 19, 2023	Records Unit	Records Officer
Release of Initial Evaluation Result	May 23, 2023	Division Office	HRMO




Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

Face-to-Face Document Validation and Interview	May 25, 2023	Division Office	HRMPSB
Submission of the Comparative Assessment Result	May 29, 2023	Division Office	HRMPSB
Posting of Final Results	May 31, 2023	Division Office, Division Website, FB Page	HRMO

10. Immediate dissemination of and compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

References:

DO No. 7, s. 2023
DO No. 39, s. 2007

