



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

FEB 0 1 2021

DIVISION MEMORANDUM

No. 037 s. 2021

ANNOUNCEMENT of VACANCY FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL II

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD and CID)
Public Schools District Supervisors
Elementary School Principals
Administrative Officer V
Administrative Officer IV (HRMO)
All Others Concerned

1. This is to inform the field that by virtue of the promotion of Mrs. Ann Yvonne B. Vingno to the position of Public School District Supervisor, this office is now accepting qualified applicants for **SCHOOL PRINCIPAL II (OSEC-DECSB-SP2-420302-2010)**. This position is open to all regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.
2. In view of this, all interested and qualified applicants may submit their letter of intent together with the following documents for ranking purposes, to Mr. Dino Alexandrinos Xenos M. Lopez, AO IV (Records), Records Unit, Office of the Schools Division Superintendent of this division on or before **5:00 pm of February 10, 2021**.
 - Performance Ratings of at least VS for the last three (3) years (SY 2017-2018, SY 2018-2019 and SY 2019-2020);
 - Updated Service records
 - Latest Appointment
 - Transcript of Records
 - Certificates of Seminars and Trainings Attended
 - Certificates of Recognition
3. The Qualification Standards per DepEd Order No. 39, s. 2007 for the above-mentioned position is as follows:

Education	:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience Requirement	:	1 yr. as Principal
Training Requirement	:	40 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotions
Eligibility	:	PBET/LET (Teacher) RA 1080, Principals' Exam Passer

4. The timeline and schedule for the recruitment and selection process are indicated in Enclosure No. 1 of this memorandum.
5. Immediate and wide dissemination of this Memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent



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Enclosure No. 1 of Division Memorandum No. 037, s. 2021

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: February 10, 2021 (5pm)
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	February 11, 2021
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	February 11, 2021
Interview	Office of the ASDS	February 12, 2021
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	February 12, 2021
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	February 15, 2021
Posting of results .	SDO Bulletin Board and website	February 15, 2021