



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

MAY 03 2021

DIVISION MEMORANDUM

No. 103 s. 2021

ANNOUNCEMENT OF VACANCY FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL I

To: All Concerned

1. This is to inform the field that by virtue of the retirement of Mr. Renato A. Puro, School Principal I effective January 4, 2021, this office is now accepting qualified applicants for the aforementioned position. 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 application letter 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 May 18, 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 for the above-mentioned position is as follows:

Education	:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 units of professional education units
Experience Requirement	:	HT for 1 year; or TIC for 2 years; or, MT for 2 years; or Teacher for 5 years
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 for the guidance of all applicants.
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. 103, s. 2021

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: May 18, 2021, 5pm
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	May 19, 2021
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	May 19, 2021
Interview	Office of the ASDS	May 20, 2021
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	May 21, 2021
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	May 21, 2021
Posting of results	SDO Bulletin Board and other conspicuous places	May 21, 2021

Place of Assignment : Elementary Schools SDO Kabankalan

Position Title : School Principal I

Plantilla Item No. : OSEC-DECSB-SP1-420848-2010

Salary/Job/Pay Grade : 19

Monthly Salary : Php 48,313.00

Eligibility : RA 1080 (Teacher)

Education : Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units

Training : 40 hours of relevant training

Work Experience : Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years

Competency :

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 18, 2021.

Documents:

1. Application letter
2. CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath.
3. Service Record/Certificate of Employment specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office.
4. Other Designations (with specific duties and responsibilities), if any
5. Position Description Form for regular employees if from other government agencies.
6. Certificate of Eligibility (PRC or CSC)
7. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees)
8. Certificate of Trainings after the last promotion/appointment
9. Outstanding Accomplishment after the last promotion/appointment
10. Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.

Note: All applicants must be computer literate and shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CHRIS G. ERABON

HRMO II

Tayum St., Brgy. 8, Kabankalan City, Negros Occidental
applications.depedkabankalan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : April 27, 2021

Closing Date : May 18, 2021