



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

March 1, 2021

Division MEMORANDUM
 No. *093*, s. 2021

ACCEPTANCE OF APPLICATIONS TO EXISTING VACANT PRINCIPAL POSITIONS

To : All Interested Personnel

1. This Division hereby announces the acceptance of applications for vacant Principal Positions both Elementary & Secondary level to be assigned anywhere in Surigao del Sur.
2. Qualification Standards for the said positions are stated below:

Position Title	Number of Vacancies	Minimum Qualification Standards				
		Education	Training	Experience	Eligibility	Others
Principal III (Secondary)	2	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 yrs. as Principal	PBET/RA 1080 (Teacher)	NQESH
Principal III (Elementary)	1	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 yrs. as Principal	PBET/RA 1080 (Teacher)	NQESH
Principal II (Secondary)	2	Bachelor's Degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 yr. as Principal	PBET/RA 1080 (Teacher)	NQESH
Principal II (Elementary)	3	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 yr. as Principal	PBET/RA 1080 (Teacher)	NQESH



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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3. The following documents contained in a long, white folder shall be submitted to the HRMPSB Office of this division:
 - 3.1 Letter of Intent addressed to the Schools Division Superintendent (stating the position to be applied for)
 - 3.2 Accomplished Personal Data Sheet (CS Form 212) (revised 2017)
 - 3.3 Photocopy of authenticated Transcript of Records and Diploma with CAV
 - 3.4 Updated Service Record
 - 3.5 Photocopy of updated & authenticated PRC License and Rating
 - 3.6 Photocopy of Performance Rating for the last three (3) rating periods
 - 3.7 Latest approved appointment
 - 3.8 Documents relevant to the position applied for (DO 42, s. 2007)
 - 3.8.1 Outstanding Employee Award
 - 3.8.2 Innovations
 - 3.8.3 Research and Development Projects
 - 3.8.4 Publication/Authorship
 - 3.8.5 Consultant/Resource Speaker in Trainings/Seminars/Workshops
 - 3.9 Duly signed Potential, Psychosocial Attributes & Personality Traits
4. Deadline of submission will be on March 5, 2021.
5. To further guide the applicants in the preparation of documents, the comparative assessment shall be based on DO 42, s. 2007 titled "The Revised Guidelines on Selection, Promotion and Designation of School Heads".
6. Immediate and widest dissemination is hereby directed.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Reference: DO 42, s. 2007, DepEd MSP

To be indicated in the Perpetual Index
under the following subjects:

PRINCIPAL HIRING
JBD//CALL UP OF APPLICANTS
_____/MARCH 1, 2021



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