



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECORDS SECTION

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May 23, 2022

DIVISION MEMORANDUM

No. 151, s. 2021

SUBMISSION OF PERTINENT PAPERS FOR SCHOOL PRINCIPAL II (SP II), SCHOOL PRINCIPAL III (SP III) AND SCHOOL PRINCIPAL IV (SP IV) POSITIONS FOR SY 2022-2023

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office requests all schools and learning centers to submit the pertinent papers of applicants for anticipated vacancy and reclassification of qualified personnel for School Principal II (SP II), School Principal III (SP III) and School Principal IV (SP IV) positions on or before May 27, 2022.
2. To further achieve the principles of merit and fitness, objectivity and uniformity in evaluation, and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation of applicants, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 The Public Schools District Supervisors and Secondary School Heads shall announce the submission of documents through district or school memorandum, websites, FB page, etc.
 - 3.2 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG).
4. Please be also guided by the following attached Enclosures to this Division Memorandum:
 - 4.1 Enclosure 1: DepEd Order No. 42 s. 2007
 - 4.2 Enclosure 2: CSC Prescribed Qualification Standards (QS) and DepEd Preferred Qualifications for School Principal Position
 - 4.3 Enclosure 3: Key Result Area (KRA) and Duties and Responsibilities of School Principal.

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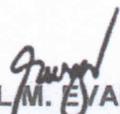


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5. The specific dates and schedule of the entire selection process are as follows:

DATE	ACTIVITIES	COMMITTEE RESPONSIBLE
May 27, 2022	Deadline of submission Pertinent documents to Division Office	School Principal Applicant
May 30 & 31, 2022	Division Evaluation of Qualified Applicants	Division Human Resource, Merit and Promotion Selection Board (HRMPSB)
For schedule	Online Interview of Qualified Applicants	Division Human Resource, Merit and Promotion Selection Board (HRMPSB)

6. The Division Selection Committee in recruitment selection, evaluation and ranking of School Principal applicants shall finalize the RQA (Enclosure 4)
7. Result of this comparative assessment will be utilized for SY 2022-2023 and/or succeeding school year.
8. All committee members are advised to be guided by the different issuances of the Department on recruitment, selection, evaluation and ranking of teacher-applicants.
9. Strict compliance and dissemination of this memorandum to all concerned.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent





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Enclosure 2

Elementary Level

Qualification Standards for SP II position (SG-20)

A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	1 yr. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
B. Preferred Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	1 yr. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

Qualification Standards for SP III position (SG-21)

A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	2 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
B. Preferred Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	2 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

Qualification Standards for SP IV position (SG-22)

A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	3 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
B. Preferred Qualifications	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	3 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

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Enclosure 2

Secondary Level

Qualification Standards for SP II position (SG-20)

C. CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	1 yr. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
D. Preferred Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	1 yr. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

Qualification Standards for SP III position (SG-21)

C. CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	2 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
D. Preferred Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	2 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

Qualification Standards for SP IV position (SG-22)

C. CSC Prescribed Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	3 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)
D. Preferred Qualifications	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
Experience	3 yrs. as Principal
Eligibility	40 hours of relevant training
Trainings	RA 1080 (Teacher)

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Enclosure 3

KEY RESULT AREA OF SCHOOL PRINCIPAL

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Instructional Leadership	Achieve standards for performance indicators and learning outcomes of schools and centers 75% NAT 0% drop out 100% enrolment Performed instructional supervision to achieve learning outcomes
Learning Environment	Provided safe and child friendly learning and school environment for students/learners
Human Resource Management and Development	Provided technical assistance to teachers on matters pertaining to enhancement of classroom management, skills and instructional competence and to non-teaching personnel for support services within the RPMS cycle
Parents' Involvement and Community Partnership	Established school and family and community partnership for school performance
School Leadership, Management and Operations	Performed school leadership, management and operations functions

DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL

1. Setting the mission, vision, goals and objectives of the school;
2. Creating an environment within the school that is conducive to teaching and learning;
3. Implementing the school curriculum and being accountable for higher learning outcomes;
4. Developing the school education program and school improvement plan;
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;
7. Administering and managing all personnel, physical and fiscal resources of the school;
8. Recommending the staffing complement of the school based on its needs;
9. Encouraging staff development;
10. Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations;
11. Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers' learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the authorized personnel;
12. Handles all the financial transaction and other related orders regarding the duties and responsibilities of a Special Disbursing Officer.
13. Performing such other functions as may be assigned by proper authorities.

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Enclosure 4

The following are the members of SDO HRMPSB:

Second Level Positions (SG 10 – 22)
Chairperson: Nicolas M. Burgos
Members: <ol style="list-style-type: none">1. Head of organizational unit/ school where vacancy exists2. Ernani A. Catapat3. Aurelia A. Aguila4. Donato M. Magboo
Secretariat: <ol style="list-style-type: none">5. Joemar B. Perez6. Karla Marie R. Razon7. Zhermaine M. Dipasupil
TWG: <ol style="list-style-type: none">8. Marian L. Arias9. Macaria Carina C. Carandang10. Rolando S. Casanova11. Erickson T. Gutierrez12. Loreta V. Ilao13. Rosalinda A. Mendoza14. Jimmy J. Morillo15. Elizabeth R. Tolentino16. Miguel B. Ularte17. Ma. Leticia B. Balisan

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