



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

25 May 2026

**DIVISION MEMORANDUM**  
**No. 262, s. 2026**

**CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE COMPARATIVE  
ASSESSMENT OF ELEMENTARY AND SECONDARY  
SCHOOL PRINCIPAL I POSITIONS**

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

1. In accordance with DepEd Order No. 7, s. 2023, this Office hereby calls on all concerned personnel to submit the pertinent documents necessary for the comparative assessment of applicants for Elementary and Secondary School Principal positions, specifically for NASH Eligible (Batch 1).
2. Further, NQESH (National Qualifying Examination for School Heads) passers who were not assessed and evaluated in accordance with DepEd Order No. 19, s. 2025, are advised to undergo the comparative assessment process. However, exemption shall apply to applicants who have already submitted applications for retitling.
3. 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, 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.
4. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 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)
  - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043)722-1840 / 722-1796  
**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)





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used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.

8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education for clarification regarding the hiring guidelines. For the **Qualification Standard**, please refer to **DepEd Order 19, s. 2025**" Amended Qualification Standards (QS) for School Principal I-IV Positions.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-2144 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
10. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

- Encl. 1 The Qualifications Standard (QS) of the positions.  
2 Duties and Responsibilities of the positions.  
3 Assessment Plan  
4 Checklist of Requirements (Annex C)

Reference: DepEd Order 07, s. 2023  
DepEd Order 19, s. 2025

To be indicated in the Perpetual Index under the following subject:  
Issuance-Division Memorandum

JBP/ Call for Submission of Pertinent Documents for the Comparative Assessment of Elementary and Secondary School Principal I Positions  
R2-150482/ 05/25/2026



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*Enclosure 1. The Qualification Standards of School Principal*

	<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	<b>School Principal I</b>	Master's degree in Education or Educational management, or Educational Leadership; or  Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)



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*Enclosure 2. Duties and Responsibilities of School Principal*

DUTIES AND RESPONSIBILITIES

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 No .3 Tentative Assessment Plan*

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	June 04, 2026	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	June 08-10, 2026	3
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	June 11, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	June 15, 2026	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	June 16-17, 2026	2
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	June 18, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	June 22, 2026	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	June 23, 2026	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	June 24, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	June 25, 2026	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	June 29, 2026	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	June 30, 2026	1
<b>TOTAL</b>			<b>14</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.