



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

15 September 2025

**DIVISION MEMORANDUM**  
**No. 507, s. 2025**

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE  
ASSESSMENT OF SCHOOL PRINCIPAL POSITIONS IN ELEMENTARY AND  
SECONDARY LEVEL**

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. The Schools Division Office hereby announces the submission and updating of pertinent papers of applicants for the position of School Principal Positions in Elementary and Secondary Level.
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, 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 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.
    - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy



**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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Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;

- c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2025) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
- 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 applicable;
- f. Photocopy of Certificate/s of training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

- 4.1 Enclosure No. 3 (pages 1-16) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of School Administration Positions shall be used in the evaluation of documents of School Principal.
- 4.2 Enclosure No 1 The Qualifications Standard (QS) of the positions.
- 4.3 Enclosure No 2 Duties and Responsibilities of the positions.
- 4.4 Enclosure No 3 Assessment Plan
- 4.5 Enclosure No 4 Checklist of Requirements (Annex C)

- 5. Application documents shall be accepted until **September 26, 2025** at 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
- 6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the





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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.

7. 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.
8. 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)
9. Wide and immediate dissemination of this memorandum is desired.

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

JBP/ Call of Submission for Applicants for School Principal Position/  
S2-1111941/ 09/17/2025



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*Enclosure 1. The Qualification Standards of School Principal*

	Position	Education	Training	Experience	Eligibility
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)
	<b>School Principal II</b>	Master's degree in Education or Educational management, or Educational Leadership; or  Master's degree in relevant learning area with at least 12 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 2 years experience in school management and operations	RA 1080, as amended (Teacher)
	<b>School Principal III</b>	Master's degree in Education or Educational management, or Educational Leadership; or	40 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, School	5 years teaching experience and 3 years experience in school management	RA 1080, as amended (Teacher)



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		Master's degree in relevant learning area with at least 12 units in Management	Management and Operations, Instructional Leadership acquired within the last 5 years	and operations	
	<b>School Principal IV</b>	Master's degree in Education or Educational management, or Educational Leadership; or  Master's degree in relevant learning area with at least 12 units in Management	40 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 4 years experience in school management and operations	RA 1080 (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 Assessment Plan*

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	September 26, 2025	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	September 29-October 03, 2025	5
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 HRMP SB	HRMO	October 06, 2025	1
Preliminary Meeting with the HRMP SB and Technical Working Group	HRMO/ HRMP SB/TWG Secretariat	October 07, 2025	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMP SB/ TWG/Secretariat	October 8-10, 2025	3
Check the written exam/ OTJ skill set	HRMP SB/ End-user (Chief)	October 14-15, 2025	2
HRMP SB deliberation and preparation of Comparative Assessment Result (CAR)	HRMP SB/ HRMO/ Secretariat	October 16, 2025	1
Signing of CAR to the HRMP SB	HRMP SB/ HRMO/ Secretariat	October 16, 2025	-
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	October 16, 2025	-
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	October 17, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	October 20, 2025	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	October 21, 2025	1
<b>TOTAL</b>			<b>16</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

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

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.