



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of City Schools – Tagbilaran City

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. **311**, s. 2020

December 23, 2020

**RANKING FOR THE POSITIONS OF
EDUCATION PROGRAM SUPERVISOR, ELEMENTARY SCHOOL
PRINCIPAL II, AND ELEMENTARY SCHOOL PRINCIPAL I**

To: Human Resource Merit Promotion and Selection Board
Applicants
Others Concerned

1. This Office hereby announces the ranking for positions, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Education Program Supervisor [SG 22]	Bachelor's degree in Education major in SPED or Pre-school Education, Master's degree in Education or other relevant Master's degree with SPED or Pre-school Education as specialization	2 years as Principal, or 2 years as Head Teacher, or 2 years as Master Teacher	8 hours relevant training	RA 1080 (PBET/ LET Teacher)
Elementary School Principal II [SG 20]	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education + 6 units of Management	1 year as Principal	40 hours relevant training	PBET/ LET/ Teacher (RA 1080)

Elementary School Principal I [SG 19]	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education	At least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher, and Teacher III <i>(per DO No. 42, s.2007)</i>	40 hours relevant training	PBET/ LET/ Teacher (RA 1080), NQESH
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2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the application letter:

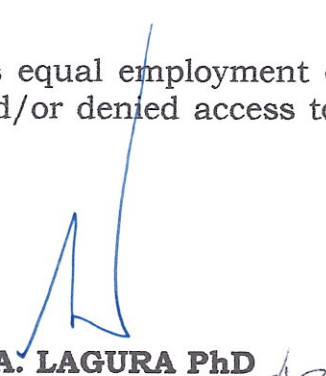
- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from *www.csc.gov.ph*;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license;
- d) Photocopy of Transcript of Records;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of certificates of relevant trainings if any; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.

3. Kindly submit your pertinent documents inside a folder not later than **January 8, 2021** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s.2007.

4. Schedule of interview will be announced later.

5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment.

6. For information and guidance.


JOSEPH IRWIN A. LAGURA PhD
 Schools Division Superintendent
 Office of the Schools Division Superintendent

