



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 No. **034**, s. 2024

January 15, 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 21, s. 2024**  
**RE: (ACCEPTANCE OF APPLICATION FOR VARIOUS VACANT POSITIONS IN THE  
 SCHOOLS DIVISION OFFICE (SDO)-TAGBILARAN CITY)**

To: Assistant Schools Division Superintendent  
 Chiefs of the Functional Divisions  
 Section and Unit Heads  
 Public Elementary and Secondary School Heads  
 All Other Concerned

1. This Office hereby announces the additional provision in connection to the acceptance of application of School Principal I (Elementary), School Principal I (Secondary), and Assistant Secondary School Principal II (ASSP II) that applicant must be a passer of the **National Qualifying Examination for School Heads (NQESH)**.
2. Following the recent promotion of Mrs. Dolores T. Dahab from Secondary School Principal I to Secondary School Principal III, a vacancy has arisen for the position of School Principal I (Secondary). The minimum Qualification Standards (QS) established by the Civil Service Commission (CSC) for this position are as follows:

Position Title (Parenthetical Title, if applicable)	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
School Principal I (Secondary)	19	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)

3. All other contents on the superseded DM No. 21 dated January 11, 2024, not emphasized in this Memorandum are still in effect.
4. Immediate and wide dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD CESQ V**  
 Schools Division Superintendent

WDB/EQA/ASDS/EQA/ecc



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