



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

**Office of the Schools Division
 Superintendent**

May 12, 2026

DIVISION MEMORANDUM
 No. 345, s. 2026

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF SCHOOL PRINCIPAL I
 (ELEMENTARY)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Administrative Officer V
 Elementary and Secondary School Heads
 Applicants
 All Other Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the positions of School Principal I (Elementary).

2. For the guidance of all interested applicants, below is the Minimum Qualification Standards for the said vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS) (As prescribed by the Civil Service Commission)			
		Education	Experience	Training	Eligibility
School Principal I (Elementary) (2 vacant positions)	19	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	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	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

3. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:

- a. Letter of Intent addressed to the Schools Division Superintendent;



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph
 http://www.depedtagbilaran.org

- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2025 with Work Experience Sheet, if applicable;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License / ID, if applicable;
 - e. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;
 - f. 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;
 - g. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
 - h. Photocopy of latest Appointment, if applicable;
 - i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any;
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - k. Photocopy of the required Performance Ratings **with at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd No. 020, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
 - l. 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 pursuant to RA 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex C-1);
 - m. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:
4. Please see **Annex C –1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).
 5. Applicants must submit their pertinent documents to the **Records Section of the Division Office** on or before **May 26, 2026**. No additional documents shall be accepted after the deadline. Pertinent documents should be arranged and fastened in the GREEN folder.
 6. For additional information on the hiring guidelines, kindly refer to **DepEd Order No. 020, s. 2024** titled **“Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions.”**
 7. Other schedules related to the Selection Process will be issued in a separate memorandum.
 8. This selection welcomes and gives equal employment opportunities to all. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.
 9. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to the usual auditing rules and regulations.
 10. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 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 SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment [e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOs]			

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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [where 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.