



Republic of the Philippines  
**Department of Education**  
Region V  
**Schools Division of Sorsogon**

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August 31, 2023

**DIVISION MEMORANDUM**

No. 178, s. 2023

**ADDENDUM & CORRIGENDUM TO DIVISION MEMORANDUM NO. 175, S. 2023**

(ANNOUNCEMENT OF VACANCY AND CONDUCT OF COMPARATIVE  
ASSESSMENT FOR SCHOOL ADMINISTRATORS AND RELATED TEACHING  
POSITIONS)

**To:** Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
Public School District Supervisors/OIC-PSDSs  
School Administrators  
All Others Concerned

1. This is to announce to the field that there is an additional vacant Head Teacher position in Donsol National Comprehensive High School. Details of which is stated in Annex A of this Memorandum.
2. The reference for the conduct of the comparative assessment is **DepEd Order No. 7, s. 2023** otherwise known as the Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
3. Please disregard the attached Annex C in Division Memorandum No. 175, s. 2023 and replace it with Annex C in this Memorandum.
4. The sealing of the envelope containing the documents which will be used for the comparative assessment will be done after the initial evaluation has been conducted.
5. For those inquiring for clarification if the NQESH (National Qualifying Examination for School Heads or the Principal's Test is needed in applying for the School Principal I position, please refer to DepEd Memorandum No. 025, s. 2023 included in this announcement.





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6. Except for the changes mentioned in this memorandum, all other provisions stated in Division Memorandum No. 175, s. 2023 are still in effect.
7. For immediate and wide dissemination.

**WILLIAM E. GANDO, CESO VI**  
**Schools Division Superintendent**





Republic of the Philippines  
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Region V  
Schools Division Office - Sorsogon

**ANNEX A**

**NOTICE OF VACANCY**

NO	POSITION TITLE	PLANTILLA ITEM. NO	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				NO. OF VACANCIES	PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility		
7	Head Teacher I	OSEC-DECSB-HTEACH1-390010-2021	16	33,843.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)	1	Donsol National Comprehensive High School





Republic of the Philippines  
**Department of Education**

APR 25 2023

DepEd MEMORANDUM  
No. **025**, s. 2023

**AMENDMENT TO DEPED MEMORANDUM NO. 100, s. 2022**  
(Results of the Fiscal Year 2021 National Qualifying Examination for School Heads)  
**AND CLARIFICATION ON THE USE OF NQESH OR PRINCIPAL'S**  
**TEST RESULTS IN RELATION TO DEPED ORDER NO. 007, s. 2023**  
(Guidelines on Recruitment, Selection, and Appointment  
in the Department of Education)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issued **DepEd Order (DO) No. 007, s. 2023** titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, which covers the specific guidelines, procedures, and criteria for assessment of applicants to vacant positions in the Department, including entry-level school principal positions. It stipulates under Section 8(a) of Enclosure No. 3 (Criteria and Point System for Hiring and Promotion to School Administration Positions) that:

**For the purpose of hiring and appointment to entry-level school principal positions<sup>1</sup>, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).**

**The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.**

2. However, it is reiterated that the NQESH is a measure of proficiency of the taker's competencies in becoming a school head based on the Philippine Professional Standards for School Heads. The principle of order of merit is deemed as a **Dimension of Preparedness** of aspiring principals.

3. In relation to the foregoing, **Item 4 of DepEd Memorandum (DM) No. 100, s. 2022** titled **Results of the Fiscal Year (FY) 2021 National Qualifying Examination for School Heads** is amended to emphasize the significance and use of NQESH results for purposes of appointment and deployment of school heads and shall read as follows:

<sup>1</sup> Entry-level school principal positions include School Principal I (SP 1), Special School Principal I (SSP 1) in Elementary, Junior High School, and Senior High School levels, including Assistant School Principal II (ASP 2).

- a. **Only takers who fall under Category A shall be eligible for appointment to entry-level school principal positions.**
  - b. **Takers who fall under Category B may take the next NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal. Moreover, they shall be prioritized in selecting Officer-in-Charge/Teacher-in-Charge in the event of a shortage of eligible appointees to entry-level school principal positions.**
  - c. **Takers who fall under Category C must undertake the School Heads Development Program (SHDP) through the National Educators' Academy of the Philippines (NEAP) or authorized external service providers before retaking the NQESH.**
4. Further, **only NQESH or Principal's Test passers from FY 2020 and prior years shall likewise be eligible for appointment.** It is clarified that while NQESH or Principal's Test results are used for scoring the Written Examination component during the assessment process and pointing system, appointment shall still be based on the readiness of an aspiring principal to effectively perform the functions expected of a school head. As such, **Schools Division Superintendents (SDSs) are hereby directed to strictly adhere to the parameters stipulated in this Memorandum in the appointment and deployment to entry level school principal positions. This directive shall remain in effect until the relevant provisions of DO No. 007, s. 2023 are amended and/or further guidelines are issued.**
5. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-Human Resource and Development Division (BHROD-HRDD)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or at telephone number (02) 8470-6630.
6. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**GLORIA JUMAMIL-MERCADO**  
 Undersecretary

References: DepEd Order (No. 007, s. 2023)  
 DepEd Memorandum (No. 100, s. 2022)  
 To be indicated in the Perpetual Index  
 under the following subjects:

AMENDMENT  
 APPOINTMENT  
 ASSESSMENT  
 CRITERIA  
 EXAMINATIONS

OFFICIALS  
 PROMOTION  
 QUALIFICATIONS  
 RECRUITMENT  
 SELECTION



**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 ( )

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