



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 269, s. 2021

CONDUCT OF DELIBERATION/RANKING FOR VACANCIES AND UPCOMING VACANIES OF HEAD TEACHERS I, II & III AND PRINCIPALS I, II & III POSITIONS IN THE ELEMENTARY

TO: Division Personnel Selection Board
 Public School District Supervisors
 Elementary School Principals
 All Others Concerned

1. This is to announce to all concerned that the Division Human Resource Management and Personnel Selection Board (HRMPSB) will conduct a ranking/deliberation for the vacancies and upcoming vacancies of the following school head positions in the elementary:
 - a. **Head Teachers I, II & III**
 - b. **School Principals I, II & III**
2. The minimum qualifications for the positions are as follows:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
 Landline: (056) 421-5415
 Email: sorsogon@deped.gov.ph
 Website: depedsorsogon.com.ph



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School Principal II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal III	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Teacher-In-Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)



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Head Teacher II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

3. Applicants for School Principal I must have passed the Principal's Test conducted by the National Educators Academy of the Philippines (NEAP) and must include a copy of the result in the folder for pre-assessment.
4. Two sealed envelopes are required to be submitted; the contents of which are stated below:

a. First Envelope (for pre-assessment)

- i. Transcript of Records for Baccalaureate and Masteral and/or Doctoral Studies or certification of units earned in Masteral and/or Doctoral Studies;
- ii. Service Record;
- iii. Certificates of Trainings;
- iv. Copy of PRC License and/or CSC Eligibility
- v. Principal's Test Result (for School Principal I applicants only)



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b. Second Envelope (for ranking)

- i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
5. For guidance, additional reference and basis for the criterion and computation of points, all concerned are enjoined to refer to **DepEd Order No. 42, s. 2007**.
6. Documents will be promptly pre-assessed upon submission so that applicants will immediately know if they are qualified to proceed with the ranking process.
7. The deadline of submission is on **December 27, 2021 at 5:00 P.M. No additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the deadline.
8. The schedule of deliberation for **Head Teachers I, II and III** is on **January 5 and morning of January 6, 2022. School Principals I, II and III** will be on the **afternoon of January 6 until January 7, 2022.** The venue will be at the office of the Administrative Officer V from 8:00 AM to 5:00 PM.
9. The President of the Philippines Elementary School Principals Association (PESPA), Sorsogon Chapter will sit as member of the Division HRMPSB.
10. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
11. Immediate and wide dissemination of this memorandum is earnestly desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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