



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

24 June 2024

**DIVISIONAL MEMORANDUM**

No. **183** , s. 2024

**CONDUCT OF SELECTION FOR SCHOOL PRINCIPAL I (ELEMENTARY)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All others concerned  
 This Division

1. This Office calls for the submission of Applications for **School Principal I (Elementary)** position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines in Recruitment, Selection and Appointment in the Department of Education*”, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
School Principal I (Elementary)	19	Bachelor of Elementary Education or Bachelor's degree with 18 professional units in Education	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 LET/PBET

3. All interested applicants shall submit the following documentary requirements to this Division:
  - a. Letter of intent addressed to the Schools Division Superintendent
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;



Address: IBJT Compound, Carangan, Ozamiz City  
 Telephone No: (088) 545-09-88  
 Telefax: (088) 545-09-90  
 Email Address: ozamiz.city@deped.gov.ph





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- d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. All available and eligible pertinent documents as stipulated in DepEd Order No. 007 s. 2023 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/ Authorship and for having been a Resource Speaker.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anacleta A. Gacasan
	Eulalio S. Rupinta	Maricel D. Avila
	Eugenio C. Bucog	(Head of School where the vacancy exist)
	Dorothy Joy B. Yting	Eugene C. Bucog
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
July 8, 2024	Orientation of Applicants via <i>Google Meet using this meeting code: mkr-ozkm-zjx</i>	Applicants, Personnel Unit and HRMPSB
July 12, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
July 15, 2024	Initial Evaluation of Documents	HRMO
July 18- August 2, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
July 29-31, 2024	Background Investigation	HRMPSB Secretariat
August 6, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants



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August 8, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB
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6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate dissemination and compliance of this Memorandum is enjoined.

**NIMFA R. LAGO, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

HIRING RECRUITMENT SELECTION

AJS/DM – Conduct of Selection for School Principal I (Elementary)  
\_\_\_ /June 24, 2024



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