



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

13 March 2025

**DIVISIONAL MEMORANDUM**

No. 105, s. 2025

**CONDUCT OF SELECTION FOR SCHOOL PRINCIPAL I (ELEMENTARY)  
AND SCHOOL PRINCIPAL III (SECONDARY)**

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 Application for School Principal I (Elementary) and School Principal III (Secondary) position for this Division.
2. The ranking shall abide with the guidelines stipulated in **DepEd Order No. 07, s. 2023 and DepEd Order No. 021, s. 2024**, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
School Principal I (Elementary)	19	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	In any school within the Division



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School Principal III (Secondary)	21	Bachelor in Secondary Education; or Bachelor's Degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	OCNHS
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3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy 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;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.



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*N.B.* Guided by the policy of the Department to uphold the principles of *Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity* in the recruitment, selection, and appointment of personnel in the Department and in adherence to the internal policy and procedures set forth by the Human Resource Merit Promotion and Selection Board (HRMPSB) as provided in the existing resolutions, all documents prepared, endorsed and approved **on any date after the posting of this memorandum shall not be credited.** Hence, no points shall be given. Further, the reckoning period of the documents which shall be credited shall be from January-June 2024.

4. Only passers/eligible of the NQESH, Principal’s Test, or other school head assessment(s) that may so be required in the future, shall be eligible for first appointment to School Principal positions.

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

• **School Principal I (Elementary)**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Anaclea A. Gacasan	
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Eugenio C. Bucog	Marjorie A. Sagario
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

• **School Principal III (Secondary)**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Anaclea A. Gacasan	
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Lilibeth Y. Abamonga	Junriel B. Sinarillos
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

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

Schedule	Activity/Output	In-Charge
March 27, 2025	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB



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April 3, 2025	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
April 21-23, 2025	Initial Evaluation of Documents	HRMO
April 25, 2025- May 12, 2025	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
May 14-15, 2025	Background Investigation	HRMPSB Secretariat
June 3-6, 2025	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
June 10, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

7. 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.

8. Immediate dissemination and compliance of this Memorandum is enjoined.

**NIMFA R. LAGO, PhD, 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) and School Principal III (Secondary)

\_\_\_ /March 13, 2025



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