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

DepEd Ozamiz City
RELEASED
By:
Date: 9/11/26

September 8, 2026

DIVISION MEMORANDUM
No. 441 s. 2026

CALL UP FOR APPLICANTS FOR RECLASSIFICATION FOR SCHOOL PRINCIPAL III-IV POSITIONS (ELEMENTARY AND SECONDARY).

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

1. This Office calls for the Application for School Principal III-IV (Elementary and Secondary) positions of this Division.

2. The application shall abide with the guidelines stipulated in DepEd Order No. 19 s 2025, otherwise known as "*Amended Qualification Standards for Teacher I—VII, Master Teacher I-IV and School Principal I-IV*" (see attached) and DepEd Order No. 20 s 2024, *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*".

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 2025) with Work Experience Sheet, if applicable;
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.

All interested applicants for reclassification shall submit the Reclassification form for School Principal (RFSPP) to the respective HRMO.

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

Schedule	Activity/Output	In-Charge
September 18, 2026	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
September 21-22, 2026	Initial Evaluation of Documents	HRMO

5. 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.

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

DIONESIO L. LIWAGON, JR. 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 RECLASSIFICATION

RJRG/DJBY/DM– CALL UP FOR APPLICANTS FOR RECLASSIFICATION FOR SCHOOL PRINCIPAL III-IV POSITIONS (ELEMENTARY AND SECONDARY).
___ /September 9, 2026