



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division  
Superintendent

November 3, 2025

**DIVISION MEMORANDUM**

No. 510, s. 2025

**CALL FOR APPLICATIONS FOR PRINCIPAL I POSITION UNDER THE  
EXPANDED CAREER PROGRESSION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Teachers and Non-Teaching Personnel  
Others Concerned

1. Pursuant to *DepEd Order No. 024, s. 2025 "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads"* and *DM-OUHROD-2025-2505 "Commencement of Reclassification of Teaching and School Principal Positions"*, this Office announces the Call for Applications for School Principal I position. Qualification standards and job descriptions are detailed in Annex A and Annex B, respectively.
2. In accordance with DM-OUHROD-2025-2505, while priority shall be given to Head Teacher, and Assistant School Principal incumbents, other qualified teaching and school principal personnel are not precluded from applying, subject to the following:
  - a. completion of required assessments;
  - b. prioritization of positions based on needs analysis and staffing standards; and
  - c. availability of funds.
3. Interested applicants shall submit **two (2) properly labeled folders** containing the following documents:

**SCHOOL ADMINISTRATION POSITIONS**



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan\\_city@deped.gov.ph](mailto:dagupan_city@deped.gov.ph)





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- a. Letter of intent addressed to the SDS containing the following information:
  - i. Statement of Purpose/ Expression of interest;
  - ii. Position applied for;
- b. Duly accomplished PDS (CS Form 212, Revised 2025 with Work Experience Sheet);
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency level issued by authorized body (if applicable);
- e. Photocopy of scholastic/academic records (e.g., Special Orders, Transcript of Records [TOR], and Diploma), including proof of completion of graduate and post-graduate units or degrees, if available. For applicants with earned units or Complete Academic Requirements (CAR), an **official Certification of Units Earned** must also be submitted.
- f. Photocopy of duly signed Service Record;
- g. Photocopy of certificate/ s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd;
- i. Photocopy of latest appointment;
- j. Photocopy of the Performance Rating with **at least Very Satisfactory** rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
- k. 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-2).
- l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:





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- i. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
4. Deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Officer on or before **November 5, 2025**. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. Those previous applicants who wish to **retain** their previous assessment scores shall write a formal letter of request addressed to the Schools Division Superintendent (SDS) **BEFORE** the deadline. No additional documents shall be accepted **AFTER** the deadline.
5. Applicants should **first submit** the aforementioned documents to the **Personnel Unit for initial verification** as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.
6. This Office shall strictly adhere to "**Equal Opportunity Principle (EOP)**". All qualified applicants are encouraged to apply regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
7. Expenses incurred during the activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. As reference for assessment, applicants are encouraged to refer to DepEd Order No. 007, s. 2023, DepEd Order No. 024, s. 2025, and DepEd Order 019, s. 2025.
9. For immediate dissemination and compliance.

**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



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