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

DepEd SDO Dagupan City
RECORDS OFFICE
RELEASED
SEP 17 2026
By: Time:

Office of the Schools Division Superintendent

September 17, 2026

DIVISION MEMORANDUM
No. 526, s. 2026

CALL FOR APPLICATION FOR SCHOOL PRINCIPAL I POSITION

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

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting application for the School Principal I position:

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
School Principal I (SG 19) Php 59,153.00 **Item number:** OSEC-DECSB-SP1-60239-2010	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management	RA 1080, as amended (Teacher)	Elementary

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		acquired within the last 5 years	and operations, instructional supervision		

2. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**

3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order No. 007 s. 2023 and DepEd Order 34 s 2025 prior to submission of application documents.

4. **CHECKLIST OF REQUIREMENT**

   a. Letter of intent addressed to the SDS containing the following information:
      i. Statement of Purpose/ Expression of interest;
      ii. Position applied for;

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OIC-Schools Division Superintendent

   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 record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, (if available);
   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;

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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 (l) 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).

Scan QR code for the template of checklist or it may access thru this https://tinyurl.com/checklistNTRTSA

l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
    a. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

5. Applicants are required to **submit in hardcopy, 2 set of folders** with **notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.

6. Applicants are hereby advised to bring the original copies all submitted documentary requirements on the paper assessment date for verification and authentication by the Human Resource Merit Promotion and Selection Board (HRMPSB)

7. Applicants are **required to register** via the link provided below and **print** their registration, which must be included in their application folders.
   https://tinyurl.com/SDODCNTPHiring

8. The deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Office on or before **September 28, 2026.** Individuals who failed to submit mandatory documentary requirements on the set deadline would mean a waiver of the right to be included in the evaluation/comparative assessment. **No additional documents shall be accepted after the deadline.**

9. 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 applications 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.

10. Applicants are advised to review the pointing system for evaluation on Deped Order 007 s. 2023.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	**100**

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11. **Only relevant Education, Training and Experience that exceeds the minimum qualifications of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.**

12. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

13. Immediate dissemination and compliance of this memorandum is desired.

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MARCIANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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Enclosure 1.

Position	**School Head/Principal**
Job Summary	
The **School Head/Principal** is responsible and accountable for taking care of people in school (people effectiveness) while maximizing organizational performance and health (school effectiveness) by setting the direction of the school, managing its systems and processes, promoting quality teaching and learning, nurturing self and others, and engaging stakeholders in initiatives towards the improvement of school communities. The position is expected to show and, as one grows in practice, model the highest standards of practice in performing its functions as instructional leaders and administrative managers.	
Key Results Areas	**Duties and Responsibilities**
Leading Strategically	• Sets the directions, goals, and objectives of the school and ensures that these are understood and embraced by all stakeholders with complete understanding of the school's current and desired states; • Supports stakeholders in executing various collaborative strategies to respond appropriately to the dynamic and rapidly evolving needs of the school;
Managing School Operation and Resources	• Implements laws, policies, guidelines, and issuances that relate to the management of school operations and resources (human, financial and material) and establishes a culture of transparency and accountability in the continuous delivery of basic education services;

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Focusing on Teaching and Learning	• Provides instructional leadership and technical assistance that relates to curriculum, practice and performance towards improving competence among teachers and outcomes among learners; • Creates a learner-centered environment that ensures access to inclusive, excellent, relevant, and liberating education;
Developing Self and Others	• Develops self and others by reflecting on personal and professional growth to enhance own practice in leading and developing people, while providing opportunities to learn, reflect, lead, and progress in the profession;
Building Connections	• Engages stakeholders in initiatives towards the improvement of school communities and builds relationships with individuals and organizations anchored on mutual trust, honesty, openness, respect, and commitment towards sharing the same vision for the attainment of institutional goals; and
Secondary Duties	• Does related work.

(Enclosure No. 2b to Division Memorandum No. ____ s. 2026)

INDIVIDUAL EVALUATION SHEET (Schools Administration Positions)

(based on DepEd Order 007, s. 2023)

Name of Applicant: **Date of Assessment:** _____

Position Applied For:

Criteria	Means of Verification	Weight Allocation	Computation/ Rubrics / Remarks	Score
EDUCATION	___ OTR or Cert of Units Earned	10		
TRAINING	___ Certificate of Training	10		
EXPERIENCE	___ Service Record of CDE	10		
PERFORMANCE		25		
	___ Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled		*(Performance Rating/5) x Weight Allocation*	
OUTSTANDING ACCOMPLISHMENTS		10		
Awards and Recognition		2		
a.1 Outstanding Employee Award	___ A. Any issuance, memorandum or document showing the Criteria for the Search; AND ___ B. Certificate of Recognition/Merit		Awards given by higher office - 4 pts Awards given by applicant's local office - 2 pt	
a.2 Award as Trainer / Coach	___ A. Any issuance or memorandum designating the applicant as trainer / coach; AND ___ B. Certificate of Recognition/Appreciation as Trainer / Coach of a Winning Contestant / Event / Activity		Champion or highest placer in the National Level - 3 pts Champion or highest placer in the Regional Level - 2 pts Champion or Highest Placer in the Division /Provincial Level - 1 pt	
Research and Innovation		4		
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office ___ D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office ___ E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research		MOVs Submitted: A, B, C & D - 4 pts A, B, C & E - 4 pts Only A, B and C - 3 pts Only A and B - 2 pts Only A 1 pts	
Subject Matter Expert / Membership in NTWGs or Committees		3		
	___ A. Issuance of Memorandum showing the membership in NTWG or committee; ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / Dept'd		MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation		2		
	___ A. Issuance / Memorandum / Invitation / Training Matrix; AND ___ B. Certificate of Recognition / Merit / Commendation / Appreciation; AND ___ C. Slide deck/s used and/or Session guide/s		Speakership in Higher Office/ Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator		2		
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office ___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office		Accredited National Assessor 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		10		
	___ A. Action Plan approved by the Head of Office ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of the utilization / adoption signed by the Head of Office		MOVs Submitted: Relevant: Not Relevant: All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
APPLICATION OF L&D		10		
	___ A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; ___ B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office ___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; ___ D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level		MOVs Submitted: Relevant: Not Relevant: All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		15		
	Appointment to Entry Level School Principal Positions / Appointment to other and Higher School Head Positions		(Score / Total Number of test items) x weight allocation	
Written Examinations	10 / 5			
Behavioural Events Interview	5 / 10			