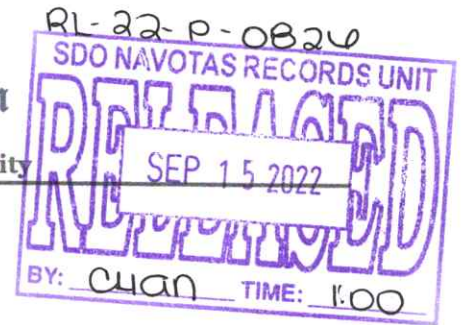




Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office of Navotas City

**Office of the Schools Division
 Superintendent**

14 September 2022



Honorable JOHN REYNALD M. TIANGCO
 City Mayor
 Navotas City

Thru: **Information and Communications Technology Office**

S I R:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated September 14, 2022 concerning the Hiring of School Principal I (Elementary & Secondary Levels). May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,

ALEJANDRO G. IBÁÑEZ
 Schools Division Superintendent



Personnel/CJME



Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
 Navotas City
 (02) 83555032, (02) 83327985
navotas.city@deped.gov.ph <https://depednavotas.ph>

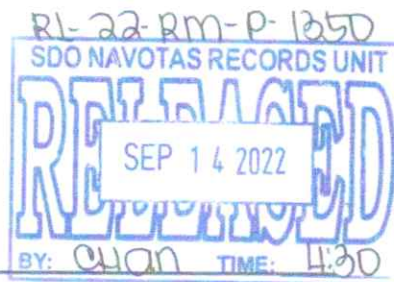


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 Angat Pa, NAVOTAS!



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City



Office of the Schools Division
Superintendent

MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

FROM: **ALEJANDRO G. IBANEZ**
Schools Division Superintendent

SUBJECT: **SCREENING/ EVALUATION FOR TEACHING-RELATED POSITION:
SCHOOL PRINCIPAL I**

Date: 14 September 2022

1. The field is hereby informed that the Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for teaching-related position to fill up natural vacancy:

Position/s	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place/s of Assignment & No. of Vacancy
School Principal I (Elementary & Secondary Levels)	3	19	Php 49,835.00	2- Elementary Schools 1- Secondary School

2. All interested in this position must be able to meet the Qualification Standards (QS) (see **Annex A: Qualification Standards**) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex B: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.
3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.



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4. All interested applicants shall submit the following documentary requirements (see **Annex B: List of Documentary Requirements**) with tags/markers through the Records Section **on or before October 21, 2022, Friday**, and all **hard copies** of the documents must also be submitted in clearly **scanned copies in PDF format**. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in DepEd Order No. 42 s. 2007 (for School Head Position) which shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants is also attached therein (see **Annex C: List of Reference**).
5. The schedule of activities relative to the screening /evaluation for non-teaching position and filling out of Google form at <https://bit.ly/OctoberVacancy> (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
6. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at elenor.robles@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

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Annex A
Qualification Standards:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
School Principal I (Elementary Level)	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	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 (Teacher) & NQESH passer
School Principal I (Secondary Level)	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units			

JOB DESCRIPTION	
KEY RESULT AREA/S	DUTIES & RESPONSIBILITIES
Leading Strategically	<p>School Planning and Implementation</p> <p>Engaged the school community in the development and implementation of school plans aligned with the institutional goals and policies</p> <p>Research and innovation</p> <p>Collaborated with school personnel in the conduct of research and utilization of findings in facilitating data driven and evidence-based innovations to improve school performance</p> <p>Program design and implementation</p> <p>Designed and implemented needs-based programs in the school that support the development of learners.</p>
Managing school operations & resources	<p>Financial Management</p> <p>Exhibited efficient and effective practices in the management of finances consistently adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan.</p> <p>School Facilities and equipment</p> <p>Established shared accountability in managing school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.</p> <p>Management of Staff</p> <p>Engaged school personnel in maintaining effective management of staff in adherence to laws, policies, guidelines and issuances based on the needs of the school</p> <p>School Safety for disaster preparedness, mitigation and resiliency</p> <p>Worked with the wider school community in managing school safety for disaster preparedness, mitigation and resiliency to maintain continuous delivery of instruction.</p>

<p>Focusing on teaching & learning</p>	<p>School-based review, contextualization and implementation of learning standards</p> <p>Worked with teams in the conduct of review, contextualization and implementation of learning standards to assist teachers in making the curriculum relevant for learners</p> <p>Teaching standards and pedagogies</p> <p>Engaged school personnel such as master teachers, head teachers and department heads in providing technical assistance to teachers on teaching standards and pedagogies within learning</p> <p>Teacher Performance Feedback Collaborated with school personnel in effectively using validated feedback obtained from learners, parents and other stakeholders to help teachers improve their performance.</p> <p>Learner achievement and other performance indicators</p> <p>Engaged the wider school community in developing data-based interventions to maintain learner achievement and attain other performance indicators</p> <ul style="list-style-type: none"> - Enrollment Rate (ER) - Promotion Rate (PR) -Learners Achievement (Final Gen. Average) - Dropout Rate (DR) <p>Learning Assessment</p> <p>Worked with personnel involved in evaluating teachers' use of learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes</p>
<p>Developing self & others</p>	<p>Personal and professional development</p> <p>Reflected on the attainment of personal and professional development goals and objectives based on the Philippine Professional Standards for School Heads</p> <p>Professional reflection and learning</p> <p>Initiated professional reflections and promote learning opportunities with other school heads to improve practice.</p> <p>Performance management</p> <p>Monitored and evaluated with school personnel the implementation of the office management system to ensure career advancement for individual school personnel and to improve office performance.</p> <p>Professional development of school personnel</p> <p>Monitored and evaluated the implementation of professional development initiatives in enhancing strengths and in addressing performance gaps among school personnel</p> <p>General welfare of human resources</p> <p>Integrated laws, policies, guidelines and issuance on the rights, privileges and benefits of school personnel in school programs, projects and activities to ensure their general welfare</p> <p>Rewards and Recognition</p>

	Implemented a school reward system to recognize and motivate learners, school personnel for exemplary performance and/or continued support.
Building connections	<p>Management of school organizations</p> <p>Evaluated the accomplishment of school organizations, such as learner organizations, faculty clubs and parent-teacher associations, to determine their impact on the attainment of instructional goals.</p> <p>Inclusive Practice</p> <p>Engaged the wider school community in promoting inclusive practices such as gender sensitivity, physical and mental health awareness and culture responsiveness, to strengthen awareness, acceptance and respect</p> <p>Community Engagement</p> <p>Initiated partnership with the community such as parents, alumni, authorities, industries and other stakeholders to strengthen support for student development, as well as school and community improvement</p>

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Annex B

List of Documentary Requirements:

a	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
b	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
c	Updated Service Record	Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
d	Photocopy of Academic Records/ Transcript of Records	holders of Bachelor's/ Master's or Doctorate degrees
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
e	Photocopy of Certificate of Eligibility	Rating/ License/ ID
f	Photocopy of Performance Ratings for the last 3 rating periods prior to this application	(Note: This should cover FY 2019, 2020 and 2021, if annual rating)
g	Photocopy of certificates of training attended	that are relevant to the position being applied for as SP3 (for Qualification Standards- QS purposes) conducted for at least three days and held within the last five (5) years and after the last promotion (for Criteria proper)
h	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
i	Photocopy of certificates of Outstanding Accomplishments (if any)	i. Outstanding Employee Awards ii. Innovations iii. Research & Development Project iv. Publication/Authorship v. Consultant/Resource Speaker in Trainings/ Seminars/ Symposia
j	Omnibus Sworn Statement	see Annex F
k	Checklist of Requirements	see Annex G
l	Waiver pursuant to the Background Investigation	see Annex H

The above-mentioned documents in item **i.ii** Innovation must be duly authorized/approved by the immediate chief and attested by authorized regional/division official. Likewise, item **i.iv** (Publication/ Authorship) must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

ANNEX C**List of reference/s:**

As per DepEd Order No. 42 s. 2007 (The Revised Guidelines on Selection, Promotion & Designation of School Heads:

CRITERIA		POINTS
1	Performance Rating	30
2	Experience	10
3	Outstanding Accomplishments (Meritorious Accomplishments)	30
4	Education	10
5	Training	10
6	Psycho-social attributes	5
7	Potential	5
TOTAL		100

* At least Very Satisfactory (VS)

** Relevant to the duties & functions of the position to be filled

*** Outstanding employee award, innovations, research, publication or authorship & consultant or resource speaker

**** At least Complete Academic Requirements for Master's Degree

***** Participant in a specialized training : e.g. Scholarship programs, short courses, study grants shall be given 1 point for every month of attendance but not to exceed 10 points

Participant in specialized training, participant in three (3) or more training activities in each level (District, Division & Regional) conducted for at least three (3) days not credited during the last promotion,

Participant in one (1) training (National & International) conducted for at least three (3) days not credited during the last promotion, and Chairman/ Co-chairman in a technical/ planning committee

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Timeline of Activities:

Date	Activities	Person or Committee In-Charge
September 14 to October 14, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ https://www.facebook.com/Navotas.Division https://www.facebook.com/depednavotashumanresource/ https://www.facebook.com/navotenoako	ITO, HRMPSB Secretariats
September 14 to October 14, 2022	Filling out of Google form at https://bit.ly/OctoberVacancy for the virtual orientation for interested applicants	Interested applicants
October 17, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	Interested applicants, HRMO II
October 21, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph	Interested applicants, HRMPSB Secretariats,
October 25, 2022	Open ranking and interview of qualified applicants Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB members, HRMPSB Secretariat,

ANNEX E

Additional Reminders:

1. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in **Annex D** may be conducted virtually via google meet application.
2. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents (see **Annex F**). Any false and fraudulent document submitted shall be grounds for disqualification.
3. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.
4. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview.
5. It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.
6. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations and skills tests. Moreover, Background Investigation (BI) may be conducted by the HRMO (see **Annex H**).

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Omnibus Certification of Authenticity and Veracity of Documents

CERTIFICATION

I, _____, of legal age, _____, Filipino and residing at _____, under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of School Principal I applicant to the Department of Education, Division of Navotas City for SY 2022-2023.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2020, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc. No. _____
Page No. _____
Book no. _____
Series of _____

ANNEX G

CHECKLIST OF REQUIREMENTS:

Name of Applicant: _____
 Position Applied For: _____
 Course: _____
 Contact Number: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Status of submission	Initial Screening	Release/ Return
		(To be filled-out by the applicant)	(To be filled-out by the Records)	by the HRMO	(To be filled-out by the Records)
1	Letter of Intent addressed to the Schools Division Superintendent				
2	Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017)				
3	Photocopy of Certificate of Eligibility/ Rating/ License/ ID				
4	Photocopy of updated Service Record/ Certificate of Employment/ Contract of Service, whichever is/ are available				
5	Photocopy of Certificates of Training, if applicable				
6	Photocopy of Academic record, e.g. TOR, including graduate/ post-graduate, if applicable				
7	Photocopy of Performance Ratings for the last 3 rating periods, if applicable				
8	Omnibus Sworn Statement				
9	Others (please specify)				
NAME & SIGNATURE OF THE PERSON IN CHARGE:					
DATE:					

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Schools Division Office of Navotas to use my personal information for purposes of recruitment, selection and hiring.

 Name & Signature of Applicant
 Date _____

ANNEX H

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name & Signature of Employee

Date

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