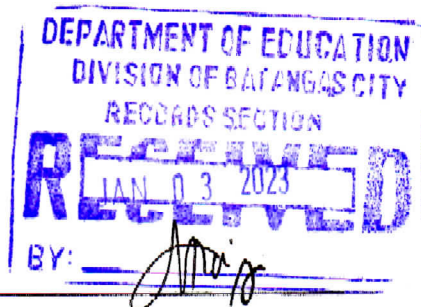




Republic of the Philippines
Department of Education
 Region IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS CITY



January 03, 2023

DIVISION MEMORANDUM
 NO. 001, s. 2023

RANKING OF APPLICANTS FOR PRINCIPAL III VACANT POSITION

TO: Assistant Schools Division Superintendent
 CID and SGOD Chief
 Education Program Supervisors
 Public School District Supervisor
 Public Elementary and Secondary School Principals
 All Concerned

1. The Field is hereby informed that this office opens the application for the **SCHOOL PRINCIPAL III** position.

POSITION	SALARY GRADE	SALARY	NO. OF POSITION
Principal III	21	62,449.00	2

2. The Qualification Standard (QS) and duties and responsibilities of the said position are as follows:

A. CSC PRESCRIBED QUALIFICATIONS:			
EDUCATION	EXPERIENCE	ELIGIBILITY	TRAININGS
Bachelor's degree in Elementary Education; or Bachelor's degree with 18 units professional education units + 6 units of Management	Two (2) years as Principal	RA 1080 (Teacher)	Forty (40) hours of relevant training



Accelerate Learners Achievement with Excellence and Humility

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 Telephone No. (043) 702-2094
 Email: division.batangacity@deped.gov.ph
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3. DUTIES AND REPONSIBILITIES OF PRINCIPAL III

- Supervises and directs all school teaching and non-teaching personnel.
- Manages instructional system
- Sets up goals and objectives
- Leads and implements educational programs
- Organizes and conducts INSETs
- Promotes and coordinates services for the holistic development of school personnel and pupils
- Directs, coordinates and manages school funds according to prioritized needs
- Assigns teachers where they best fit to teacher (grades, learning areas, special assignments, etc.)
- Requests and distributes instructional materials
- Initiates and compiles teacher's professional documents in portfolios
- Practices equitable distribution of teaching loads and observes teacher learner ratio
- Inspects regularly Daily Lessons Logs (DLL)
- Monitors teachers' upkeep of students records
- Provides EPA compliant accommodation to learners amidst shortages
- Prepares/consolidates reports
- Rates all school personnel performance and recommends promotion
- Creates committee to assess learning outcomes
- Establishes linkages with stakeholders
- Ensures compliance to existing laws, policies and orders of fund raising projects for the school
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialist.
- Formulates intervention programs/innovations for learners' development
- Organizes special classes for learners with special needs
- Meet parents regularly to confer/inform about school accomplishments
- Determines the strengths, weaknesses, opportunities and threats of the school
- Designs programs with stakeholders to address school needs
- Recognizes accomplishment of stakeholders
- Promotes welfare of stakeholders
- Mediates and ensures resolution of conflicts in school
- Formulates school policies with stakeholders
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Promotes school discipline with stakeholders
- Leads the preparation of SIP/AIP and ensures participation of stakeholders



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4. Interested qualified applicants shall submit documents with "car tags" following the arrangement below:
 - ✓ Letter of intent addressed to the Schools Division Superintendent
 - ✓ Fully accomplished Computerized Personal Data Sheet (PDS) with the recent passport - sized picture (CSC Form no. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - ✓ Photocopy of licenses, proof of eligibility, authenticated by appropriated institution, i.e. PRC, CSC
 - ✓ Photocopy of Performance ratings (duly signed) - 3 consecutive years (note: summary of ratings shall not be accepted)
 - ✓ Updated Service record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO Status
 - ✓ Photocopy of Outstanding accomplishment (if any)
 - ✓ Photocopy of Outstanding Employee Award/s
 - ✓ Innovation
 - ✓ Research and development projects
 - ✓ Photocopy of Publication/authorship
 - ✓ Photocopy of certificate as Consultant/ Resource speaker in trainings/seminars
 - ✓ Photocopy of Transcript of Records(TOR), authenticated by institution/university
 - ✓ Photocopy of Certificate if Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
 - ✓ Photocopy of Latest approved appointment (if any)
5. Please bring original copies of submitted documents for validation on the date of ranking.
6. Interested applicants are advised to submit their documentary requirements through the **Records Unit**. Then, the applicant will forward the stamped received documents to the **Personnel Unit** for pre evaluation of qualification viz-a-viz qualification standards. Receiving of documents will be on **January 04-11, 2023** from **8:00am to 5:00pm only**. Applicants who meet the minimum qualification standards shall be included in the shortlist and shall receive a notification on the same day.
7. The panel interview and examination with the Human Resource Merit Promotion and Selection Board (HRMPSB) will be held on **January 12, 2023 at 9:00 AM at OSDS Conference Hall**
8. After the HRMPSB deliberation, Comparative Assessment Results (CAR) will be prepared for signature and posting.



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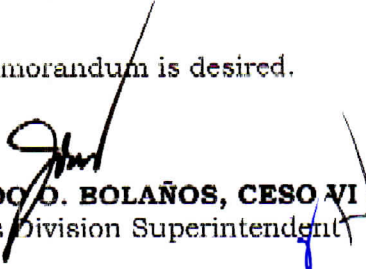


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9. Please refer to DepEd Order No. 42, s. 2007, "Revised Guidelines on Selection, Promotion and Designation of School Heads" and Regional Memorandum No. 434 s. 2017, "Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007.

Note: Only those applicants with complete requirements shall be entertained.

Immediate and wide dissemination of this memorandum is desired.


FELIZARDO O. BOLAÑOS, CESO VI
Schools Division Superintendent



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