



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 4, 2025

DIVISION MEMORANDUM

No. 304, s. 2025

CALL FOR APPLICANTS FOR 47 SCHOOL ADMINISTRATION POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Merit, Promotion, and Section Board
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Division hereby announces the **Call for Applicants for School Administration**, as follows:

a. School Administration Position

Vacant Position / Level	Salary Grade	Basic Salary	No. of Vacancies/ Official Station	
Elementary				
School Principal IV	SG 22/1	78,162.00	1	Elementary Grades
School Principal III	SG 21/1	70,013.00	1	Cawayan Integrated School/ Catarman IV
School Principal I	SG 19/1	56,390.00	9	Elementary Grades
Head Teacher II	SG 15/1	40,208.00	1	Cal-igang Elementary School
Head Teacher II	SG 15/1	40,208.00	1	Hinatad Elementary School
Head Teacher II	SG 15/1	40,208.00	1	Lao-angan Elementary School, San Roque
Head Teacher II	SG 15/1	40,208.00	1	San Julian Elementary School, Catarman V
Head Teacher II	SG 15/1	40,208.00	1	Lonoy Elementary School, Las Navas
Head Teacher II	SG 15/1	40,208.00	1	Gebolwangan Elementary School, Silvino Lubos
Head Teacher II	SG 15/1	40,208.00	1	Bani Elementary School, Lavezares II
Head Teacher II	SG 15/1	40,208.00	1	P. Tingzon Elementary School, San Jose District
Head Teacher II	SG 15/1	40,208.00	1	Cag-abaca Elementary School, Catarman VI
Head Teacher I	SG 14/1	37,024.00	2	Elementary Grades
Head Teacher I	SG 14/1	37,024.00	1	Dancalan Integrated School
Head Teacher I	SG 14/1	37,024.00	1	Camanggaran Elementary School, Silvino Lubos
Head Teacher I	SG 14/1	37,024.00	1	Manajao Elementary School, Palapag II
Head Teacher I	SG 14/1	37,024.00	1	Geratigan Elementary School, Lope de Vega District
Head Teacher I	SG 14/1	37,024.00	1	Bugtosan Elementary School, Las Navas III District

Secondary (Junior High School)				
School Principal IV	SG 22/1	78,162.00	1	Mapanas Agro-Industrial School
School Principal IV	SG 22/1	78,162.00	1	Basilio B. Chan Memorial Agricultural and Industrial School
School Principal IV	SG 22/1	78,162.00	1	Sumoroy Agro-Industrial School
School Principal II	SG 20/1	62,967.00	1	Junior High School
School Principal I	SG 19/1	56,390.00	1	Junior High School
Head Teacher IV	SG 17/1	47,247.00	1	Bobon School for Philippine Craftsmen
Head Teacher IV	SG 17/1	47,247.00	1	Catarman National High School
Head Teacher III	SG 16/1	43,560.00	1	Biri National High School
Head Teacher III	SG 16/1	43,560.00	1	Alegria National High School
Head Teacher III	SG 16/1	43,560.00	1	Gamay National High School
Head Teacher III	SG 16/1	43,560.00	1	Mongolbongol National High School
Head Teacher III	SG 16/1	43,560.00	1	Potong National High School
Head Teacher III	SG 16/1	43,560.00	1	Allen National High School
Head Teacher III	SG 16/1	43,560.00	1	Capul Agro-Industrial School
Head Teacher III	SG 16/1	43,560.00	1	Eladio T. Balite Memorial School of Fisheries
Head Teacher II	SG 15/1	40,208.00	2	Don Juan F. Avalon National High School
Head Teacher I	SG 14/1	37,024.00	1	La Perla National High School
Secondary (Junior High School)				
School Principal II	SG 20/1	62,967.00	1	Senior High School
Assistant School Principal II	SG 19/1	56,390.00	1	Senior High School
			47	

2. The following are the minimum Qualifications Standards for the above positions

Position/Level	Education	Experience	Training	Eligibility
Elementary				
School Principal IV	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
School Principal III	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
School Principal II	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
School Principal I	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or	40 hours of relevant training	RA 1080 (TEACHER)

		Teacher for 5 years		
Head Teacher II	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (TEACHER)
Head Teacher I	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Teacher-in-charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (TEACHER)
Junior High School-				
School Principal IV	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
School Principal II	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
School Principal I	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	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	40 hours of relevant training	RA 1080 (TEACHER)
Head Teacher IV	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 3 years; or Master Teacher for 2 years	24 hours of relevant training	RA 1080 (TEACHER)
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (TEACHER)
Head Teacher II	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Head Teacher for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (TEACHER)
Head Teacher I	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Teacher-in-charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (TEACHER)
Senior High School				
School Principal II	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (TEACHER)
Assistant School Principal II	Bachelor's degree in education or its equivalent with a major	2 years of relevant experience	8 hours of relevant training	RA 1080 (TEACHER)

	and minor; or Bachelor's degree in Arts and Sciences with at least 18 units in professional education			
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As per DepEd Regional Memorandum No. AD-2023-331 dated April 14, 2023, referencing DepEd Memorandum DM-OUHROD-2023-0490 dated April 12, 20223 with subject *Appointment of Principal I Position in Relation to the Provision of DepEd Order 007, s. 2023*, notes **that aspiring applicants for entry-level school principal position, the applicants' score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or similar standardized examinations nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).** The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test results shall only mean no score under the Written Examination Component.

Following Memorandum No. DM-OUHROD-2024-2127 issued on October 24, 2024, item 1 which provides that ***xxx All FY 2023 Category A and FY 2021 Category B are eligible for the position of School Principal I. They may apply and be appointed to school principal position on an equal basis subject to the results of evaluative and eligibility assessment to be conducted by the Human Resource Merit Promotion and Selection Board xxx.***

3. Interested and qualified applicants regardless of gender or sexual preference, civil status, age, disability, religion, ethnicity, and membership in any indigenous community are invited to apply.
4. **New applicants** shall submit in one (1) **(COLOR BLUE)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level] – Indicate whether “NQESH/Principal's Test Passer”, “NQESH 2023 Category A” or “NQESH Category B”**, the following requirements, to wit:
 - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;
 - b. Duly accomplish PDS (CS Form 212, revised 2025) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, and **NQESH Result Print-out certified by the School Management Monitoring & Evaluation (SMM&E).**
 - d. Photocopy of Certificate of Rating;
 - e. Photocopy of scholastic /academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of 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. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of 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), and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
5. For those applicants want to **retain** their rating from the last CAR RQA, are required to submit the following documents in one (1) **(COLOR YELLOW)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level] – Indicate whether “NQESH/Principal’s Test Passer”, “NQESH 2023 Category A” or “NQESH Category B”**,:
 - a. a letter of intent /request for ‘**retention**’ of rating
 - b. certification of last CAR RQA rating,
 - c. **NQESH Result Print-out certified by the School Management Monitoring & Evaluation (SMM&E)** and
 - d. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
6. For those applicants who want to **update** their rating from last CAR RQA, are required to submit the following documents in one (1) **(COLOR RED)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level] – Indicate whether “NQESH/Principal’s Test Passer”, “NQESH 2023 Category A” or “NQESH Category B”**:
 - a. a letter of intent /request for ‘**updating**’ of rating
 - b. a certification of last CAR RQA rating.
 - c. Supporting documents to update Education, Training, or Experience,
 - d. **NQESH Result Print-out certified by the School Management Monitoring & Evaluation (SMM&E)**, and
 - e. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
7. All application folders/documents shall be submitted to the **Division Human Resource Management Office (HRMO)** for initial evaluation, and attestation of the checklist of requirements and Omnibus Sworn Statement (Annex C).
8. The HRMO shall **refuse acceptance of any application beyond the deadline** set by this Memorandum.
9. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Submission of Application to HRMO. HRM Officer shall check and verify the documents submitted, and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C, along with other Documentary Requirements	September 10-17, 2025	Applicant HRM Officer/ Personnel-in-Charge
3	Upon receipt of the applications, an initial evaluation of the applicant’s qualifications vis-à-vis CSC-approved qualification standards (QS) for the Principal I Position. The HRM Officer shall notify all applicants via his/her email of the following: a. the assigned application code/application number for the applicant; and	September 17-24, 2025	HRM Officer

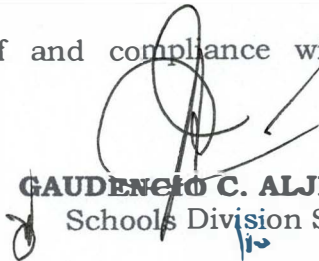
	<p>b. the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants.</p> <p>c. the schedule of evaluation and assessment of the qualified applicant</p>		
5	<p>The HRMO shall prepare and submit a duly signed Initial Evaluation Result (IER) – Annex D to the HRMO after deliberation with the HRMPSB for Posting.</p> <p>It shall comprise of List of Qualified and List of Disqualified Applicants, which shall be posted in three (3) conspicuous places in the Division Office.</p>	<p>September 26, 2025</p>	<p>HRM Officer / HRMPSB and HRMPSB Secretariat</p>
6	<p>The HRMPSB shall conduct an Assessment and Evaluation of candidate applicants for School Administration Positions.</p>	<p>September 29-30, 2025</p> <p>October 1-3, 2025</p>	<p>HRM Officer / HRMPSB and HRMPSB Secretariat and Applicants</p>

10.The Criteria and point system for evaluative assessment for positions are as follows:

a. School Administration Position

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

11.Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
Schools Division Superintendent

Enclosures:
Annex C of DepEd Order No DepEd Order 7, s. 2023

DepEd Northern Samar
RELEASED

References:
DepEd Order 7, s. 2023 dated March 22, 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*

CSC Resolution 2500358 dated April 30, 2025, or the 2025 *Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*

DM 143, s. 2024 dated May 3, 2024 – *Reconstitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second-Level Teaching, Teaching Related and Non-Teaching Position*