



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

Office of the Schools Division Superintendent

February 2, 2026

DIVISION MEMORANDUM
No. 04, s. 2026

**CALL FOR APPLICANTS FOR EDUCATION PROGRAM SUPERVISORS, AND
SCHOOL PRINCIPAL I, II, III, AND IV POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Management Officer
Human Resource Merit, Promotion, and Section Board
School and District Heads
Others Concerned

1. In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, regarding the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the Call for Applicants for Education Program Supervisors, and School Principal I, II, III, and IV Positions.

Related Teaching and School Administration Positions

Vacant Position/Level	Salary Grade	Office/Station/Level	No. of Vacancies
Education Program Supervisor	SG 22/1	SDO Curriculum Implementation Division <i>(Preferably with specialization and experience in Kindergarten/ Special Needs Education)</i>	1
Education Program Supervisor	SG 22/1	SDO Curriculum Implementation Division <i>(Preferably with specialization and experience in Alternative Learning Systems)</i>	1
Education Program Supervisor	SG 22/1	SDO Curriculum Implementation Division <i>Preferably with specialization and experience in Learning Resource Management</i>	1



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
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<i>School Principal I</i>	SG 19/1	Elementary Junior High School	10 1
<i>School Principal II</i>	SG 20/1	Elementary Junior High School Senior High School	3 1 1
<i>School Principal III</i>	SG 21/1	Elementary Junior High School	3 2
<i>School Principal IV</i>	SG 22/1	Elementary Junior High School	1 1

2. Interested applicants must meet the following Qualification Standards (QS) for the positions enumerated.

Position/s	Education	Training	Experience	Eligibility
<i>Education Program Supervisor</i>	Master's degree in education or other relevant master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal, or 2 years as Head Teacher, or 2 years as Master Teacher	RA 1080, as amended (Teacher)
<i>School Principal I</i>	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 a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	
<i>School Principal II</i>	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	
<i>School Principal III</i>	Master's degree in Education, or Educational Management or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	

<i>School Principal IV</i>	Master's degree in Education, or Educational Management or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 4 years experience in school management and operations	
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3. All interested and qualified applicants are invited to apply, regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or membership in an indigenous community.
4. **New Applicants** shall submit in one (1) folio size (8.5" × 13") folder with the label, **Pertinent Papers for Application for [Position Applied]** the following documentary requirements:
 - a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
 - b) Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
 - c) Photocopy of valid and updated PRC license/ID;
 - d) Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e) Photocopy of scholastic/academic record (i.e. 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 duly signed Service Record or Certificate of Employment, whichever is applicable;
 - h) Photocopy of latest appointment, if applicable;
 - i) Photocopy 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) 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), not necessarily notarized, but is required to be sworn before any public officer authorized to administer oath;

- k) Other documents 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. Further, **applicants to School Principal I** position shall be required to submit a photocopy of the Certificate of Rating (COR) or a copy of the DepEd Memorandum or Issuance on the Result of the National Qualifying Examination for School Heads (NQESH)/ National Assessment for School Heads (NASH) or Principal's Test bearing the name of the applicant.
6. For those applicants who want to **retain** their rating from the last CAR-RQA, they are required to submit:
 - a. a letter of intent/request for **retention** of rating indicating the **position being applied for**.
7. For those applicants who want to **update** their rating from the last CAR-RQA, they are required to submit the following documents in one (1) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position Applied]**,
 - a. a letter of intent /request for **updating** of rating, and
 - b. supporting documents to update (Education, Training, or Experience).
8. In the interest of proper documentation and tracking, all application folders/documents shall be initially received by the **Records Unit** before submission to the Personnel Unit.
9. The HRMO shall **refuse acceptance of any application beyond the deadline set by this Memorandum**.
10. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit their complete application documents/requirements	February 11-13, 2026	The applicants
2	Schedule of Evaluation and Assessment of Applicants	February 26-27, 2026	Personnel Unit & HRMPSB

11. The criteria and point system for evaluative assessment for positions are as follows:

Criteria	Breakdown of Points for EDUCATION PROGRAM SUPERVISOR	Breakdown of Points for SCHOOL PRINCIPAL I, II, III, IV
a. Education	10	10
b. Training	10	10
c. Experience	10	10
d. Performance	20	25
e. Outstanding Accomplishment	5	10
f. Application of Education	15	10
g. Application of Learning and Development	10	10
h. Potential (Written Exam, BEI)	20	15
Total	100	100

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

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

Northern Samar

03 FEB 2026