



Republic of the Philippines
Department of Education

REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

July 7, 2026

DIVISION MEMORANDUM

No. **258**, s. 2026

CALL FOR APPLICANTS FOR 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 Selection Board
 School and District Heads
 Others Concerned

- In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, otherwise known as the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the **Call for Applicants for School Principal I, II, III, and IV Positions**.
- Interested applicants must meet the following Qualification Standards (QS) for the positions enumerated.

Position/s	Education	Training	Experience	Eligibility
School Principal I SG 19/1	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	
School Principal II SG 20/1	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	RA 1080, as amended (Teacher)

<p><i>School Principal III</i> (SG 21/1)</p>	<p>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</p>	<p>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</p>	<p>5 years teaching experience and 3 years experience in school management and operations</p>	
<p><i>School Principal IV</i> (SG 22/1)</p>	<p>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</p>	<p>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</p>	<p>5 years teaching experience and 4 years experience in school management and operations</p>	

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. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
5. **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 2026) 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.
6. Further, first appointments to School Principal positions, whether through natural vacancy or reclassification, shall be required to submit a photocopy of the Result of the National Qualifying Examination for School Heads (NQESH)/ National Assessment for Schools Heads (NASH) bearing the name of the applicant.
7. For those applicants who want to **retain** their rating from the last CAR, they are required to submit:
- a. a letter of intent/request for **retention** of rating indicating the **position being applied for**.
8. For those applicants who want to **update** their rating from the last CAR, 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, Experience, and other applicable credentials).
9. All application folders and supporting documents shall be submitted to the **Personnel Unit** through the Records Unit **on or before July 17, 2026**, not later than **5:00 PM**, in the interest of proper documentation and tracking.
10. Applicants who failed to submit complete mandatory documents (a-j), except (k), on the set deadline indicated in this memorandum shall not be included in the official list of applicants.
11. The HRMO shall not accept applications submitted beyond the deadline prescribed in this Memorandum.

12. All applicants are required to accomplish the form through the provided link or by scanning the QR code.



<https://forms.cloud.microsoft/r/3D06d8ZYpE>

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

Criteria	Breakdown of Points for SCHOOL PRINCIPAL I, II, III, IV
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

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

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

DepEd Northern Samar

RELEASED

By: 

Date: 07 JUL 2026

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record 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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

EUNICE V. TARINGTING

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.