



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

June 2, 2023

DIVISION MEMORANDUM

No. 0264, s. 2023

**RANKING OF APPLICANTS FOR SCHOOL ADMINISTRATION POSITIONS AND
PUBLIC SCHOOLS DISTRICT SUPERVISOR OF SDO BOHOL**

TO : *Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary Schools Heads
All Others Concerned*

1. The Office announces the Ranking of Applicants for School Heads and Public Schools District Supervisors adhering to the hiring guidelines as stipulated in the Agency's New Merit Selection Plan (MSP) and Guidelines on Recruitment, Selection, and Appointment in the Department of Education:

DepEd Order No. 19, s. 2022

DepEd Order No. 7, s. 2023

2. Please be guided by the minimum qualification standards:

Position	Salary Grade	Education	Experience	Training	Eligibility
Head Teacher I	14	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Teacher-In-Charge (TIC) for 1 year; or Teacher for 3 years	24 hours or relevant training	RA 1080 (Teacher)
Head Teacher II	15	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or TIC for 1 year or Teacher for 4 years	24 hours or relevant training	RA 1080 (Teacher)
Head Teacher III	16	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours or relevant training	RA 1080 (Teacher)
Head Teacher VI	19	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years or Master Teacher (MT) for 4 year	24 hours or relevant training	RA 1080 (Teacher)

Principal I	19	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal II	20	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)
Principal III	21	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	22	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
PSDS	22	Master's degree in Education or other relevant master's degree	5 years cumulative experience as Master Teacher, Head Teacher or Principal	16 hours of relevant training	RA 1080 (Teacher)

3. DepEd Order No 7, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," shall be used to evaluate documents.

Points System for Evaluative Assessment: School Administration Positions.

Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Exam, BEI)	15
TOTAL	100

Points System for Evaluative Assessment: Related-Teaching Positions

Criteria	Breakdown of Points SG 16-23 and SG-27
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of L & D	10
Potential (Written Exam, BEI, Work Sample Test)	20
TOTAL	100

4. Interested applicants are advised to submit an electronic file of the pertinent documents listed in the attached checklist of requirements (Annex C). They can apply online at <https://tinyurl.com/depedboholapply> (https://docs.google.com/forms/d/e/1FAIpQLSdSIwjAkJH7awaOxYaFcc8SsSfyuIKzGISGk3EI03h_cewjLw/viewform?usp=sf_link) on/or before 5:00 PM of June 21, 2023. Only those online applications received on the cut-off time are considered part of the pool of applicants.
5. Applicants should save all pertinent documents in a single PDF file arranged and labeled appropriately according to the sequence of the Checklist of Requirements.
6. This ranking welcomes and gives all Equal Employment Opportunity Principles (EEOP). No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.
7. Applicants for promotion must have at least one (1) complete RPMS cycle of the present^{or former} position before he/she can apply for the next higher position and not jump beyond the three-salary grade limit from his/her current position based on the 2017 ORAOHRA as amended.
8. Additional documents submitted after the deadline shall not be accepted unless Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents.
9. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to posting the ranking results for the position applied. Refer to the attached form (Annex C).
10. For immediate, widest dissemination and guidance of all concerned.


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied for: _____
 Course: _____
 Contact Number: _____
 Religion: _____
 Person w/ Disability: Yes () No () Specify (if Yes): _____
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission (To be filled-out by the applicant)	Verification (To be filled-out by the HRMPSB)	
			Status of Submission	Remarks
a	Letter of Intent specifying the position applied for and addressed to the Head of Office: Evangel M. Luminarias, PhD, CESO V Schools Division Superintendent DepEd, Division of Bohol			
b	Duly accomplished Personal Data Sheet (PDS) [CS Form No. 212, Revised 2017]			
c	Valid and updated PRC License/ID			
d	Certificate of Eligibility / Report of Rating			
e	Scholastic/Academic Record (e.g., TOR), including graduate/post-graduate			
f	Certificate/s of Training			
g	Certificate of Employment, Contract of Service, updated Service Record			
h	Latest appointment, if applicable			
i	Performance Rating covering one (1) year performance in the last rating period/s prior to assessment			
j	Checklist of Requirements, Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
Other Requirements (as may be required)				
k.1	Performance Rating obtained from the relevant work experience, if performance rating in item g is not relevant to the position to be filled			
k.2	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development obtained from the date of last issuance of appointment			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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 the Oath