



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
15 JUL 2026

CTRL No.: 2026-07-340

July 14, 2026

DIVISION MEMORANDUM

NO. 340 s. 2026

ANNOUNCEMENT OF VACANT SCHOOL PRINCIPAL I POSITION
IN ELEMENTARY and SECONDARY SCHOOL
FY 2026

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces vacancy for School Principal I position in Elementary and Secondary Schools which are open for filing of application.
2. Interested applicants must meet the entry requirements/qualification standards indicated below:

QUALIFICATION STANDARDS	
Education	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
Training	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
Experience	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
Eligibility	RA 1080, as amended (Teacher)

3. Enclosure No. 1 contains the Position Profile and Job Description
4. Qualified applicants are enjoined to submit application documents (organized as listed in Enclosure No. 2, Documents for Submission and fastened in a long size white folder) to the Personnel Section through the Records Section, on or before **5:00 p.m. of July 27, 2026.**



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Application documents sent thru email are still required to submit hard copies on or before the deadline of submission to be included in the pool of official applicants. No additional documents shall be accepted after the deadline of submission.

5. This Office shall adopt an open ranking system based on **DepEd Order No. 07, s. 2023, Enclosure No. 3**. Schedule of assessment shall be announced through a separate Advisory.

POINT SYSTEM FOR EVALUATIVE ASSESSMENT	
Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
TOTAL	100

6. The applicant shall assume full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.

7. The official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicant’s identity when posting the results.

8. This agency upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity".

9. Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.

10. Immediate and widest dissemination of this Memorandum is desired.

MARL

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 340, s. 2026

POSITION PROFILE	
Position: School Principal I	Salary Grade: 19
Monthly Salary: Php 56,390.00	Place of Assignment:
No. of Vacancy/ies: 3	Elementary and Secondary Schools
Job Summary	
The School Head/Principal is responsible and accountable for taking care of the people in school (people effectiveness) while maximizing organizational performance and health (school effectiveness) by setting the direction of the school, managing its systems and processes, promoting quality teaching and learning, nurturing self and others, engaging stakeholders in initiatives towards the improvement of school communities.	
The position is expected to show and, as one grows in practice, model the highest standards of practice in performing its functions as instructional leaders and administrative managers.	
Key Result Areas	Duties and Responsibilities
Leading Strategically	- Sets the directions, goals, and objectives of the school and ensures that these are understood and embraced by all stakeholders with complete understanding of the school's current and desired states; - Supports stakeholders in executing various collaborative strategies to respond appropriately to the dynamic and rapidly evolving needs of the school;
Managing School Operation and Resources	Implements laws, policies, guidelines, and issuances that relate to the management of school operations and resources (human, financial and material) and establishes a culture of transparency and accountability in the continuous delivery of basic education services;
Focusing on Teaching and Learning	- Provides instructional leadership and technical assistance that relates to curriculum; practice and performance towards improving competence among teachers and outcomes among learners; - Creates a learner-centered environment that ensures access to inclusive, excellent, relevant, and liberating education;
Developing Self and Others	Develops self and others by reflecting on personal and professional growth to enhance own practice in leading and developing people, while providing opportunities to learn, reflect, lead, and progress in the profession;
Building Connections	Engages stakeholders in initiatives towards the improvement of school communities and builds relationships with individuals and organizations anchored on mutual trust, honesty, openness, respect, and commitment towards sharing the same vision for the attainment of institutional goals; and
Secondary Duties	Does related work



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Enclosure No. 2 to Division Memorandum No. 340, s. 2026

DOCUMENTS FOR SUBMISSION
I – BASIC REQUIREMENTS
a. Original Letter of Intent addressed to the Schools Division Superintendent, attention: Administrative Officer IV, Personnel Section, indicating the position being applied for
b. Original duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet, form can be downloaded at www.csc.gov.ph
Note: Applicant must ensure all details and information are correct and updated. All pages with no information should be indicated with N/A, date format must observed, all pages must be signed, with thumbmark and picture, signature over printed name of person administering oath must be original. Non-compliance of any of these items is a ground for disqualification.
c. 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
d. Photocopy of Certificate/s of Training (acquired after the last promotion but within the last five (5) years)
e. Photocopy of Certificate of Employment/Contract of Service/ Service Record
f. Photocopy of latest Appointment
g. Photocopy of valid and updated PRC License/ID
h. Photocopy of Certificate of Eligibility/Report of Rating
i. Photocopy of Performance Rating in the last rating period/s covering one (1) year performance in the current or previous job prior to the deadline of submission
j. Photocopy of Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd);
k. Original Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) sworn before a public officer authorized to administer oaths
Note: Form can be downloaded thru: https://tinyurl.com/CklistSP2025
Note: Application with incomplete basic documents will not be entertained
II – OTHER DOCUMENTS FOR COMPARATIVE ASSESSMENT
1. Documentary Evidence/s for Outstanding Accomplishments, earned after the last promotion
• Awards and Recognition
Outstanding Employee Award
1. Any issuance, memorandum or document showing the Criteria for the Search; and
2. Certificate of Recognition/Merit
Awards as Trainer/Coach
1. Any issuance or memorandum designating the applicant as trainer or coach
2. Certificate of Recognition/Appreciation as Trainer/Coach of a Winning



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Contestant/Event/Activity	
• <i>Research and Innovation</i> 1. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 2. Accomplishment Report verified by the Head of Office 3. Certification of the utilization of the innovation or research, within the school/office duly signed by the Head of Office 4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office 5. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research • <i>Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committee</i> 1. Issuance/Memorandum showing membership in NTWG or Committees; 2. Certificate of Participation or Attendance and; 3. Output/Adoption by the organization/DepEd • <i>Resource Speakership/Learning Facilitation</i> 1. Issuance/Memorandum/Invitation/Training Matrix; 2. Certificate Recognition/Merit/Commendation/Appreciation and; 3. Slide deck/s used and/or Session guide/s • <i>NEAP Accredited Learning Facilitator</i> 1. Certificate of Recognition as Learning Facilitator issued by the NEAP Regional Office 2. Certificate of Recognition as Learning Facilitator issued by the NEAP Central Office	
m. Application of Education	1. Action Plan approved by the Head of Office 2. Accomplishment report verified by the Head of Office 3. Certification of the utilization/adoption signed by the Head of Office
n. Application of Learning and Development	1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required; 2. Action Plan/Re-entry Action Plan (REAP) Job Embedded Learning (JEL) Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office 3. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level 4. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level



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