



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
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October 8, 2026

DIVISION MEMORANDUM
NO. 524 s. 2026

**EXTENSION OF DEADLINE OF SUBMISSION OF APPLICATION FOR
SCHOOL PRINCIPAL II POSITION IN 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 the extension of deadline of submission of application for School Principal II position in Secondary School not later than **5:00 p.m. of October 15, 2026.**
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 12 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 2 years experience in school management and operations
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.



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Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



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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.


MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 524, s. 2026

POSITION PROFILE	
Position: School Principal II	Salary Grade: 20
Monthly Salary: Php 66,052.00	Place of Assignment:
No. of Vacancy/ies: 1	Secondary School
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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