



November 23, 2016

**DIVISION MEMORANDUM**  
 NO. 0151, s. 2016

**CALL FOR APPLICATION FOR THE POSITION OF SECONDARY SCHOOL  
 PRINCIPAL II**

TO: Assistant Schools Division Superintendent  
 OIC, Office of the Assistant Schools Division Superintendent  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 Other Concerned

1. This Office announces the opening of application for the position of **Secondary School Principal II** with the following Qualification Standards:

**Secondary School Principal II (SG-20)**

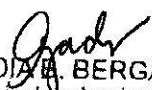
- One year as Principal
- Bachelor's Degree in Secondary Education (BSEd); or  
 Bachelor's Degree with 18 professional education units + 6 units of  
 Management
- 40 hours of relevant training
- RA 1080 (Teacher)

2. Interested applicants should submit their portfolios with ear tag following the arrangement of documents specified by D.O. No. 42, s. 2007.

- A. Performance Rating – 3 consecutive rating period
- B. Experience – Updated service record , Latest approved appointment
- C. Outstanding Accomplishments – 1. Awards, 2. Innovations, 3. Research,  
 4. Publication, 5. Consultant/Resource Speaker in trainings/seminars
- D. Education and Trainings – 1. Latest Transcript of Records , 2. Trainings attended

3. Submit on or before **November 28, 2016 (Monday)** at the Records Unit, Division Office, Trece Martires City, Cavite.

4. Posting and immediate dissemination of this Memorandum is desired.

  
 ELPIDIO B. BERGADO, Ed.D.  
 Chief, Curriculum Implementation Division  
**CHERRYLOU D. DE MESA**  
 OIC-Schools Division Superintendent