

May 9, 2018

DIVISION MEMORANDUM
NO. 131, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS
OF ELEMENTARY SCHOOL PRINCIPAL II
AND ELEMENTARY SCHOOL PRINCIPAL III**

TO: OIC, Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID
OIC, Chief - SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the positions of Elementary School Principal III & Elementary School Principal II with the following Qualification Standards:

- **Elementary School Principal III (SG-21)**
 - **Education:** Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units + 6 units of Management
 - **Eligibility:** RA 1080 (Teacher)
 - **Experience:** 2 years as Principal
 - **Training:** 40 hours of relevant training
- **Elementary School Principal II (SG-20)**
 - **Education:** Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units + 6 units of Management
 - **Eligibility:** RA 1080 (Teacher)
 - **Experience:** 1 year as Principal
 - **Training:** 40 hours of relevant training

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 42, s. 2007 for Elementary School Principal:

- E-folder - A. Letter of Intent addressed to the Schools Division Superintendent
E-folder - B. Personal Data Sheet with picture
E-folder - C. Performance Rating – 3 consecutive years (if any)
E-folder - D. Experience – Service Record or Certificate of Employment
E-folder - E. Outstanding Accomplishments (if any)
1. Awards 2. Innovations 3. Research 4. Publication
5. Consultant/Resource Speakers in trainings/seminars



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

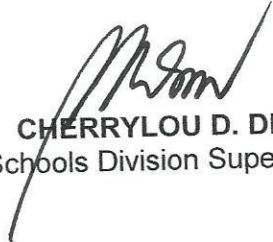
E-folder - G. Certificate of Eligibility

3. **CD cover should be labelled with applicant's name, position desired and contact number.**

Likewise, all applicants should bring the hard copy documents during interview for validation.

4. Submit on or before **May 24, 2018 (Thursday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

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


CHERRYLOU D. DE MESA
Schools Division Superintendent

Republic of the Philippines
Department of Education - Division Office Cavite
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Division of Cavite) in the CSC website:


CHERRYLOU D. DE MESA
Schools Division Superintendent

Date: May 09, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-270013-2011	21	52,554.00	Bachelor's Degree in Elementary Education, or Bachelor's Degree with 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher) / PBET, LET	N/A	BANCAAN ELEMENTARY SCHOOL
2	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-270219-2010	20	47,037.00	Bachelor's Degree in Elementary Education, or Bachelor's Degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher) / PBET, LET	N/A	MILAGROSA ELEMENTARY SCHOOL
3	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-270231-2010	20	47,037.00	Bachelor's Degree in Elementary Education, or Bachelor's Degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher) / PBET, LET	N/A	BANCAL ELEMENTARY SCHOOL
4	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-270257-2010	20	47,037.00	Bachelor's Degree in Elementary Education, or Bachelor's Degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher) / PBET, LET	N/A	SUNNY BROOKE ELEMENTARY SCHOOL

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 24, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Please see attached Division Memorandum No. **131** for additional requirements

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CHERRYLOU D. DE MESA
OIC - Schools Division Superintendent
Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
depedcavite.personnel@deped.gov.ph


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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