



May 30, 2018

DIVISION MEMORANDUM
NO. 159, s. 2018

CALL FOR APPLICATION FOR THE POSITION OF ELEMENTARY SCHOOL PRINCIPAL I

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 position of Elementary School Principal I with the following Qualification Standards:

- **Elementary School Principal I (SG-19)**
 - **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:** Head Teacher for 1 year; Teacher-in-Charge for 2 years; Master Teacher for 2 years; Teacher III for 5 years
 - **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
- E-folder - F. Education and Trainings
 - 1. Latest Transcript of Records
 - 2. Certificates of Trainings attended
- E-folder - G. Certificate of Eligibility



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



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 **June 13, 2018 (Wednesday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite
5. Posting and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
CHERRYLOU D. DE MESA
Schools Division Superintendent



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