



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 7, 2020

DIVISION MEMORANDUM
NO. 298, s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
HRMPSB – Chairman and Members
All Concerned

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

1. In view of transparent governance, this Office announces the opening of application for the position of Secondary School Principal IV with the following qualification standards:

a. (1) School Principal IV (SG-22)

- **Education:** Bachelor's degree in Secondary Education (BSEd); or Bachelor's degree with 18 professional education units plus 6 units of Management
- **Training:** 40 hours of relevant training
- **Experience:** 3 years as Principal
- **Eligibility:** PBET/RA 1080 (LET)

Job Summary:

- Provides leadership in the formulation and implementation of policies, plans, programs, projects to carry out the objectives of education for secondary schools adopted to the needs of the community;
- Prepares the school programs, assignment of teachers as well as testing schedules. Makes available to teachers, students and other school employees the need;
- Prepares the school budget proposals and works for adequate financing of the school, prepares program of expenditures based on the approved budget;
- Leads in curriculum development and determines what electives and vocational courses the school can offer to its students;
- Plans and organizes the co-curricular activities of teachers and students;



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“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



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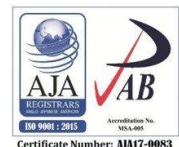
- Sees to it that the school is provided with proper health and medical facilities, and supervises the maintenance and up-keep of school plant facilities;
- Evaluates and rates performance of teachers and recommends promotion of teachers and employees;
- Organizes the guidance program of the school;
- Maintains good public relations with students, teachers, local officials and the public at large; and
- Conducts in-service education program for the teachers and other school employees.

2. Interested applicants should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 42, s. 2007 and Regional Memorandum No. 434, s. 2017:

- A. Original Copy of Letter of Intent addressed to the Schools Division Superintendent
- B. Original Copy of Personal Data Sheet with latest passport size picture
- C. Photocopy of Performance Rating – 3 consecutive years (if any)
- D. Experience – Photocopy of Service Record or Certificate of Employment
- E. Photocopy of Outstanding Accomplishments (if any)
 1. Awards
 - a. Certificate of Recognition
 - b. Copy of memorandum/issuances/invitation/program that the award has undergone to selection committee and selection criteria
 2. Innovations
 - a. Approved Project Proposal
 - b. Copy of innovative projects, instructional materials, program, software, or manual
 - c. Summary of the Results of its effectiveness/Cost-Benefit Analysis
 - d. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented or adopted
 3. Research and Development Projects
 - a. Copy of Research
 - b. Research Output
 - c. Research Report
 4. Publication and Authorship
 - a. Copy of Research Journal, Article, Book or Magazine



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5. Consultancy/Resource Speakership
 - a. Certificate of Recognition/Appreciation or Certificate of Completion if consultancy
 - b. For Resource Speakership: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum; For Consultancy: Certification from department, agency or private institution certifying the service(s) as consultant/professional expert.

For Innovations, Researches and Publications, photocopy of front page of programs/projects, research paper, article or book will be honored. However, approved copy of the programs/projects, research, article, book, memorandum, travel order, certificate and other relevant documents stated above should be presented during the open ranking.

F. Education and Trainings

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

G. Photocopy of Certificate of Eligibility or PRC License

3. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under by outstanding accomplishments submitted by teaching, teaching-related, non-teaching and school head applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.

4. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. **Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.**

5. Submit on or before **October 19, 2020 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

6. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.



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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM No. 298 s. 2020
100720-208/10/07/2020



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