



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

FEBRUARY 19, 2021

DIVISION MEMORANDUM
NO. 058, s. 2021

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 POSITIONS OF
SENIOR HIGH SCHOOL PRINCIPAL II AND ADMINISTRATIVE OFFICER II**

1. In view of transparent governance, this Office announces the opening of application for the positions of Senior High School Principal II and Administrative Officer II with the following Qualification Standards:

a. (1) School Principal II (SG-20)




- **Education:** Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
- **Training:** Forty (40) hours relevant training
- **Experience:** One (1) year as Principal
- **Eligibility:** PBET/RA 1080 (LET)

Place of Assignment: Pedro Alegre Aure Senior High School

Job Summary:

- Sets the direction and strategy for the school;
- Spearheads the formulation and implementation of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) towards the continuous improvement of the school;
- Manages the fiscal and asset resources of the school, including the efficient and transparent use of the school MOOE (Maintenance and Other Operating Expenses);
- Facilitates organizational efficiency and the effective management of the people systems of the school, including the designation of tasks, coaching, mentoring and instructional supervision of school staff;
- Implements and monitors the Results-Based Performance Management System (RPMS) of the school and its staff;



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

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- Monitors and assesses the school curriculum and its implementation, including the approval of teacher assignments, loading, and class programs;
- Makes recommendations to the Schools Division Office (SDO) regarding the program offerings of the school;
- Creates an environment that is child-friendly, safe, and conducive to the teaching-learning process;
- Leads in the creation and implementation of standards for teacher and student behavior, as well as disciplinary systems within the school;
- Implements and monitors the use and updating of the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS);
- Encourages the shared governance of the school through constant collaboration with the School Governing Council (SGC), Parent-Teacher Association (PTA), and other internal stakeholders of the school;
- Leads in the collaboration of the school with external partners, stakeholders and the Local Government Unit (LGU);
- Accountable for the learning outcomes of the school;
- Acts as representative of the school to internal and external stakeholders; and
- Reports to the Schools Division Superintendent.

b. (1) Administrative Officer II (SG-11)

- **Education:** Bachelor's degree
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service (Professional) Second Level Eligibility





Place of Assignment: San Jose Community High School

Job Summary:

- Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head or Principal; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

2. Interested applicants should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 42, s. 2007 (for School Principal), DepEd Order No. 66, s. 2007 (for Administrative Officer II) and Regional Memorandum No. 434, s. 2017:



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- A. Original Copy of Letter of Intent to Apply 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
 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, Research, 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



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3. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under 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 **March 5, 2021 (Friday)** 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.
7. Posting and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/ DM 58 s. 2021
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