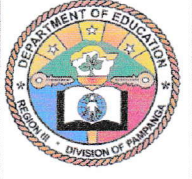
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002  Revision: 00  Effectivity date: 05-08-18
	<b>DIVISION MEMO. NO. <u>654</u>, S. 2018</b>		<b>Name of Office: OSDS</b>

TO : Secondary School Heads/ Others Concerned  
 FROM : The Office of the Schools Division Superintendent  
 SUBJECT : **SUBMISSION OF PERTINENT DOCUMENTS OF ASPIRANTS TO SECONDARY PRINCIPAL IV AND PRINCIPAL II POSITIONS**  
 DATE : December 27, 2018

1. This is to announce the submission of pertinent documents to vacant Principal II and Principal IV positions. The Qualification Standards of the said positions are indicated in the table below.

QUALIFICATION STANDARDS	
<b>A. PRINCIPAL II / SG 20</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	1 year as Principal
Eligibility	RA 1080 (Teacher - Secondary)
Trainings	40 hours of relevant training
<b>C. PRINCIPAL IV / SG 22</b>	
<b>D. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	3 years as Principal
Eligibility	RA 1080 (Teacher - Secondary)
Trainings	40 hours of relevant training

2. Interested applicants are advised to submit the pertinent documents to the Records Unit, Attention: HRMO. Aspirants must take note of the following schedule:

Activities	Date	Time	Venue
1. Deadline of Submission	January 9, 2019	8:00 a.m. – 5:00 p.m.	Records Unit
2. Pre-assessment	January 10, 2019	9:00 a.m. – 12:00 nn	2 <sup>nd</sup> Floor, TTC Bldg.,
3. Written Examination, Interview and Open Ranking	Will be announced in a separate memorandum		

3. The assessment of the documents of the aspirants will be based from DepEd Order No. 42 s. 2007. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Copy of latest approved Appointment/Copy of transmittal to CSC
- CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
- Transcript of Records (authenticated by the issuing school)
- Service Record/Certification of Employment signed by the HRMO
- Certificate of Relevant Trainings (certified photocopysigned by the issuing office)
- Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
- Documents for claims on leadership, potentials and accomplishments
- Other documents relevant to the position applied for.

- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- Strict adherence on the above schedule is expected.
- Immediate dissemination of this Memorandum is enjoined.



**LEONARDO D. ZAPANTA, Ed.D, CESO VI**  
 Schools Division Superintendent

*[Signature]*  
 hrmo/18