



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2024-03-116  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: 15 2024 Time: 2:30  
By: [Signature]

March 14, 2024

**DIVISION MEMORANDUM**

No. 116, s. 2024

**ANNOUNCEMENT ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR  
JUNIOR HIGH SCHOOL PRINCIPAL II RECLASSIFICATION  
TO PRINCIPAL III**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD and CID  
All Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. This is to inform the field of the submission of pertinent documents for Elementary School Principal II reclassification to Principal III. Applicants should meet the herein qualification standards and follow the guidelines as embodied in DepEd Order No. 97, s. 2011.

2. All interested applicants are requested to follow and observe the timeline of the application process, as follows:

2.1. Interested and Qualified applicants are required to register on the profiling link to generate their Unique Application Code which shall be used throughout the hiring process.

[bit.ly/SP3-JHS-2024](https://bit.ly/SP3-JHS-2024)

2.2. Indicate in the letter of intent the Unique Application Code preferably on the UPPER RIGHT HAND CORNER and in body of your letter.

2.3. Submit complete set of application documents together with your letter of intent to the Division Office from **March 13, 2024 to March 26, 2024**.

4. Interested applicants are required to submit photocopies of the following pertinent documents, as follows:

a. Letter of intent addresses to the Head of Office;



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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- b. Duly accomplished PDS (CS Form No. 212, Revised 2017 with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of Training/s relevant to the position to be filled, acquired after the last promotion; but within the last five (5) years;
- g. Photocopy of updated Service Record; Experience must be relevant to the to the position to be filled;
- h. Photocopy of latest appointment;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current or previous job or position relevant to the position to be filled;
- j. Photocopy of proof of outstanding accomplishment:
  - j.1. Awards and Recognition
  - j.2. Research and Innovation
  - j.3. Subject Matter Expert/Membership in National TWG or Committees
  - j.4. Resource Speakership / Learning Facilitation
  - j.5. NEAP Accredited Learning Facilitator
- k. Application to Education acquired after the last promotion;
- l. Application to Learning and Development (L&D) acquired after the last promotion;
- m. Checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Enclosure No.2 / Annex C*), notarized by authorized official (to be placed on top of application documents

6. Applicants are required to bring the original copies of the pertinent documents and to present the HRMPSB when necessary for verification.  
7. Documents shall be submitted with TABLE of CONTENTS in accordance with letters a to l of the pertinent documents stated in item, no 4. All certificates of training attended must be enumerated and arrange chronologically (date).

3. Applicants assume the full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the duly signed Omnibus Sworn Statement. Any false and fraudulent documents submitted shall be ground for disqualification.



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4. No additional documents shall be accepted after the deadline. Applicants who failed to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants.

8. See attached documents as to the following:

Annex A: Qualification Standards

Annex B : Criteria and the Point System Consistent with DO 7 s.  
2023

Annex C: Composition of the HRMPSB

9. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC are met and DepED guidelines are followed. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.

10. Queries relative to this memorandum can be channeled to the Personnel Unit.

11. Immediate dissemination of this Memorandum is enjoined.

  
**CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent

Incl. as stated

Copy furnished:

Records Unit

Personnel Unit

**TO BE POSTED ON OUR WEBSITE**



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*Annex A*

**QUALIFICATION STANDARDS**

**Position:** Principal III

**Education:** Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units

**Training:** 56 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotion

**Experience:** Two (2) years as Principal II



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*Annex B*

**CRITERIA AND POINT SYSTEM FOR SCHOOL  
ADMINISTRATOR POSITIONS**

a. Education	10 points
b. Training	10 points
c. Experience	10 points
d. Performance Rating	25 points
e. Outstanding Accomplishment	10 points
f. Application of Education	10 points
g. Application of Learning and Development	10 points
h. Potential (written Exam, BEI)	15 points

**TOTAL                    100 POINTS**



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*Annex C*

**Division HRMPSB for School Administrators**

**Chairman:** Aliena S. Dajay, PhD. CESE

**Members:** Lorenzo O. Capacio, EdD, Chief SGOD  
Manuel D. Dinlayan, II, DPA, Admin. Officer V  
Guia Ma G. Villahermosa, Admin. Officer IV/HRMO  
(Representative)

**Secretariat:** Gwendolyn G. Quirong, ADAS III  
Glaive May Mulawan, ADAS III



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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: Teacher I  
 Office: N/A  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS)			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

**GUIA MA. G. VILLAHERMOSA**  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.