



Republic of the Philippines  
**Department of Education**  
 Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

Division Memorandum No. 014

Series 2021

To : Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, School Governance and Operation Division (SGOD)  
 Education Program Supervisors, SEPS, Division Personnel  
 Public School Heads/Principals/OIC's  
 All Others Concerned

Subject: **NOTICE OF VACANCY (School Principal IV)**


From : The Schools Division Superintendent

Date : January 18, 2021

1. For the information and guidance of all concerned and in compliance of DepEd Order 42 s. 2007 on the Revised Guidelines on Selection, Promotion and Designation of School Heads, this Office will accept application folders from qualified aspirants for vacant positions effective **January 18, 2021**. Deadline of submission is on **January 28, 2021**;
2. To ensure that highly competent individuals with the appropriate qualifications and specializations are hired for the Selection, Promotion and Designation of School Heads, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will strictly adhere and follow professional standards and evaluation criteria that will clearly define the application, selection and appointment process;
3. To ensure a thorough and comprehensive understanding of the mechanics and guidelines of hiring, all concerned, especially the aspirants for the said positions are encouraged to have copies or download **DepEd Order 42 s. 2007 on the Revised Guidelines on Selection, Promotion and Designation of School Heads**;
4. Applicants are advised to bring the original documents on the day of evaluation for verification purposes. **All pending requirements must be submitted on or before the deadline of submission of application, no insertion of additional or lacking documents on the date of assessment, except when validation so requires of eligibility or other pertinent papers which are not included in the computation of points;**
5. The Division HRMPSB, will inform the applicants through their contact numbers appearing in their Personal Data Sheet as to the schedule of evaluation of documents and interview;
6. Applicants who are interested and qualified for any vacant positions are advised to write their letter of application/letter of intent or purpose which shall be submitted and stamp received by the Personnel and Records Office with the following attachment such as:
  - a. **Application Letter/Letter of Intent stating the specific position applying for;**
  - b. **Omnibus Certification;**
  - c. **Personal Data Sheet (CS Form 212, Revised 2017) with latest picture;**
  - d. **Updated Service Records;**
  - e. **Performance Ratings for the last 3 years;**
  - f. **Official Transcript of Records (Baccalaureate and Post Graduate Studies);**
  - g. **Certificate of Eligibility, License (RA 1080; PBET; LET; Principals Exam Eligibility, others);**
  - h. **Latest Appointment Papers (if applicable)**
  - i. **Certificate of Trainings of at least 3 days;**
  - j. **Outstanding Accomplishments, if any;**
  - k. **Other Pertinent Papers necessary to support the submitted documents.**

**Note: THE CONTENTS OF THE FOLDERS OF APPLICANTS MUST BE ARRANGED ACCORDING TO THE ORDER ENUMERATED ABOVE AND USE ORDINARY FOLDERS WITH FASTENER ONLY TO FACILITATE ASSESSMENT.**

7. All school heads are required to post this Memorandum in their respective bulletin board or any conspicuous place in their schools;
8. Immediate and wide dissemination of this Memorandum is highly appreciated.

  
**LORNA G. BUGAYONG, PhD CESO V**  
 Schools Division Superintendent



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**ANNOUNCEMENT OF VACANT POSITIONS**  
**DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON January 28, 2021**

POSITION TITLE	ITEM NO.	SG	SALARY/ MONTH	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
School Principal IV	SP4-60102-2010	22	68,415.00	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA 1080; LET/PBET, Principals' Eligibility	Division Office

Prepared by:

  
**FREDDIE B. PERALTA**  
Administrative Officer IV

Noted:

  
**LORNA G. BUGAYONG, PhD CESO V**  
Schools Division Superintendent