Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
No.
Date: 10 MAR 2025 By:
RELEASED

Office of the Schools Division Superintendent

March 10, 2025

Division Memorandum
No. 129 s. 2025

CALL FOR APPLICANTS FOR VACANT SCHOOL PRINCIPAL I POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE

To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
Administrative Officer II
All Others Concerned

This Division invites all interested and qualified applicants for the hereunder vacant School Admin positions:

ELEMENTARY

POSITION/PLACE OF ASSIGNMENT/SG	PLANTILLA ITEM NO.	VICE
SCHOOL PRINCIPAL I – DIVISION OFFICE (for deployment) **SG 19 – 56, 390**	**1. OSEC-DECSB-SP1-570307-2010**	MALOLOY-ON, LYNBERT CELICIOUS, prom.
	2. OSEC-DECSB-SP1-570559-2010	RENGQUIJO, JENNIFER ALAGOS, prom.
	3. OSEC-DECSB-SP1-570289-2010	BUBAN, ARNEL ALFORQUE, prom.
	4. OSEC-DECSB-SP1-570910-2010	LUMPAPAC, EMMAN GENTURALEZ, prom.
	5. OSEC-DECSB-SP1-570504-2010	SECRETO, RODULFO JR BIASON, trans.

All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (*Enclosure No.1*)**, and submit sequenced and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not complete, sequenced, and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link ***depedzn.net*** **or** **https://depedzn.net/appreg, see *Enclosure No. 2,*** print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **Division Office-Personnel Section on or before March 17, 2025, Monday, until 5:00 pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

Below is the CSC Prescribed Minimum Qualification Standard of the said positions.

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEMENTARY School Principal I	SG - 19 (P56,390)	Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year or TIC for 2 years or MT for 2 years	RA 1080 (Teacher)

The hiring and promotion process for School Admin positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.** Download the **Score Sheet** (***Enclosure No. 3)*** for your reference on the computation of points.

The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any **false and fraudulent** document submitted shall be grounds for disqualification per DepEd Order (No. 19 s. 2022).

The timeline of activities for the comparative assessment will be announced in a separate memorandum.

This Division adheres to the **Equal Employment Opportunity Principle (EEOP)**, thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).

Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.

For information, guidance and compliance.

LOURMA I. POCULAN EMD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

PSU/gdm/CallforApplicantsforSchoolAdminposition/March10,2025

Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. _____s. 2025

CHECKLIST OF REQUIREMENTS
(REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
Position Applied For: _____
School of the Position Applied for.: _____
Ethnicity: _____
Person with Disability: Yes ( ) No ( )

DUAN: _____

Contact Number: _____
Religion: _____
Solo Parent: Yes ( ) No ( )

BASIC REQUIREMENTS	Status of Submission *(To be filled-out by the appl Check if submitted)*	Verification *(To be filled-out by the HRMO/HR Office/sub-committee*	
		Status of Submission *(Check if complied*	Remarks
a.Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.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			
c.Duly accomplished and sworn PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph;			
d.Photocopy of valid and updated PRC License/ID, if applicable			
e.Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f.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			
g.Photocopy of Certificate/s of Training, if applicable			
h.Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.Photocopy of latest appointment, if applicable			
j.Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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:

_____
HRMO/AO II Designate

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (u)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.

Enclosure No.2 to DM No._____, s. 2025

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create initial registration of application through ***depedzn.net*** **or** **https://depedzn.net/appreg**

   1.b. Update Personal Information

   1.c. Click Apply Now

   1.d. Select desired Position

   1.e. Click **Apply Now** Button

   1.f. Select District

   1.g. Select School/Office and click Continue

   1.h. Click Print Applicant Profile

   1.i. Download and Print (Attach Printout in the Application Documents)

Enclosure No. 3
Date / Venue: _____

HRMPSB Copy

Department of Education
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

DUAN: _____

SCHOOL PRINCIPAL I-IV, ASSISTANT SP I-III, HT I-V Positions NATURAL VACANCY

Name of Applicant: _____ **Position Applied:** _____
Home Address: _____ **Minimum QS:**
Contact Number/E-mail: _____

	CRITERIA	MAXIMUM POINTS	POINT SYSTEM GUIDELINES		APPLICANT'S SCORE
A.	**EDUCATION**	10	Units and/or degree **relevant** to the position	**Note 1** - The points for ETE, corresponding to the applicant's qualifications **exceeding** the QS, shall be computed using the Increments Tables (1.2.3.) and the Rubrics for ETE Points. **Note 2** - Only those qualifications that are **relevant** to the position to be filled shall be given points. **Note 3** - Meeting the minimum (baseline) QS requirements shall have **zero** (0) point.	
B.	**TRAINING**	10	Acquired **after** the **LAST** promotion but within the last **five (5) years**		
C.	**EXPERIENCE**	10	**Relevant** to the position.		
D.	**PERFORMANCE**	25	Submit latest performance rating/s covering **one (1) year** performance in the current and previous job or position that is **relevant** to the position to be filled **Points = (IPCR/5) (25)**		
E.	**OUTSTANDING ACCOMPLISHMENTS**	10	*Acquired after the last promotion – Cumulative* National level individual awards given by CSC, Metrobank, NEDA, DAP, DepEd shall be given **maximum points (10) in Outstanding Accomplishments**		

E-1 Awards/Recognition 7

E-1A
Outstanding Employee Award

MOVs (2) - All listed MOVs shall be submitted:
1. Any issuance, memo or document showing the Criteria for the search; and
2. Certificate of Recognition/ Merit.

E-1B
Awards as Trainer/Coach

MOVs (2) - All listed MOVs shall be submitted:
1. Any issuance or designation memo as coach/trainer; and
2. Certificate of Recognition/Appreciation as Trainer/Coach of a winning Contestant/Event/Activity.

Points

E-1A Number of Awards	Points
Applicants from external institution	
Organizational Level Search or Higher	4
Local Office Search	2
Applicants from central office	
National Level Search or Higher	4
Central Office Search	2
Applicants from regional office	
National Level Search or Higher	4
Regional Office Search	2
Applicants from schools division office	
Regional Level Search or Higher	4
Division/Provincial/City Level Search	2
Applicants from schools	
Division Level Search or Higher	4
School/Municipality /District Level Search	2

E-1B LEVEL	POINTS
Champion or Highest Placer in the National Level	3
Champion or Highest Placer in the Regional Level	2
Champion or Highest Placer in the Division/Provincial Level	1

*Multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, **only the highest-level award** shall be considered. Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.*

E-2. Research/Innovation 4

A. Proposal duly approved by the SDS or the designated Research Committee DO16, s.2017
B. Accomplishment Report verified by the SDS.
C. Certification of utilization of the innovation or research, within the school/office duly signed by the SDS.
D. Certification of adoption of the innovation or research by another school/office duly signed by the SDS.
Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research.

MOVs	Points
Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Certification of Adoption	4
Four (4) MOVs Research Proposal, Accomplishment Report, Certification of Utilization, & Proof of Citation by Other Researchers	4
Three (3) MOVs Research Proposal, Accomplishment Report and Certification of Utilization	3
Two (2) MOVs Research Proposal and Accomplishment Report	2
One (1) MOV Research Proposal	1

*For collaborative research studies/innovation, the total points shall be **divided by the number of authors/researchers** indicated in the copyright page.*

	E-3. SM Expert/ NTWG/Committee	**3**	**MOVs**	**Points**	
	Applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the **NATIONAL** level. It should be relevant to the position being applied for to be given points.		**Three (3) MOVs** 1. Issuance or Memorandum showing the membership in National TWG or Com. 2. Certificate of Participation or Attendance, and 3. Output/ Adoption by the organization/DepEd.	**3**	
			Two (2) MOVs 1. Issuance or Memorandum showing the membership in National TWG or Committee, and 2. Certificate of Participation or Attendance	**2**	
	E-4. Resource Speaker/ Learning Facilitation	**2**	**Level**	**Points**	
	MOVs (3): 1. Issuance/Memorandum/ Invitation/ Training Matrix 2. Certificate of Recognition/ Merit/Commendation/ Appreciation 3. Slide deck/s used and/or Session guide/s. All listed MOVs shall be submitted.		**Applicants from external institution**		
			Organizational Level Speakership or Higher	**2**	
			Local Office Level Speakership	**1**	
			Applicants from central office		
			National Level Speakership or Higher	**2**	
			Central Office Level Speakership	**1**	
			Applicants from regional office		
			National Level Speakership or Higher	**2**	
			Regional Office Speakership	**1**	
			Applicants from schools division office		
			Regional Level Speakership or Higher	**2**	
			Division/Provincial/City Level Speakership	**1**	
			Applicants from schools		
			Division Level Search or Higher	**2**	
			School/Municipality /District Level Speakership	**1**	
	E-5. NEAP Accredited Learning Facilitator	**2**	Certificate of Recognition as Learning Facilitator issued by NEAP		
	Applicants who have been given accreditation as Learning Facilitator by NEAP		Accredited National Assessor	2	
			Accredited National Trainer	1.5	
			Accredited Regional Trainer	1	
F.	**APP OF EDUCATION**	**10**	*(Acquired after the last promotion)*		
	The contribution made by an applicant to their workplace as a result of their learnings from education degree/sand units earned such as applied concepts, processes, and skills that are relevant to the position to be filled.		**MOVs Submitted**	**Points: Relevant**	**Points: NOT Relevant**
			Three (3) MOVs 1. Action Plan approved by the Head of Office (HO) 2. Accomplishment Report verified by the HO. 3. Certification of the utilization/ adoption signed by HO	**10**	**5**
			Two (2) MOVs 1. Action Plan approved by the Head of Office 2. Accomplishment Report verified by the HO	**7**	**3**
			One (1) MOV 1. Action Plan approved by the Head of Office	**5**	**1**
G.	**APPLICATION OF L&D**	**10**	*(Acquired after the last promotion)*		
	1) Certification on any applicable L&D aligned with the IDP 2) Action Plan/REAP/ JEL / Impact Project applying the learnings from the L&D intervention attended, duly approved by the HO. 3) Accomplishment Report & Certification that L&D intervention was adopted by the office - local level. 4) Accomplishment Report & Certification that L&D intervention was adopted by a different office at the local/higher level.		**Four (4) MOVs** 1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL 3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level 4.Accomplishment Report w/certification that L&D intervention was adopted by the office at the local level	**10**	**5**
			Three (3) MOVs 1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL 3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level	**7**	**3**
			Two (2) MOVs 1.Certificate of Training/Certification L&D aligned w/IDP 2.Aproved Action Plan/RE-entry Action Plan, JEL	**5**	**1**
H.	**POTENTIAL**	**15**	*The points earned from each area are cumulative to determine the total points for BEI component.*		
	Applicant's inability to take the principal's test shall not be considered grounds for disqualification. NO test shall only mean no score under the written exam component.			**Principal-I, ASP-II (Entry-level SP Positions)**	**Appointment to Other and Higher SH Positions**
			Written/Skills Exam	NQESH Numerical Score/200)*10 = Points **10**	SDO-developed Numerical Score/100) * 5 = Points **5**
			Behavioral EI	Max of 5 points	Max of 10 points
	TOTAL	**100**	*Encoded/Verified by:*	**SCORE**	

I hereby attest to the conduct of the application and assessment process in accordance with the applicable, guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the said position. Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Signature of Applicant: _____ Date: _____

Attested by HRMPSB Chairman/Representative: _____ Date: _____