Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
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Date : June 9, 2015

DIVISION OF CITY SCHOOLS
RELEASED
BY:
DATE 6/19/15

Memorandum To : Chief Education Supervisor (SGOD)
Education Program Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Administrative Officer IV (Personnel Unit)
Personnel Unit Staff

Subject : **RANKING OF CANDIDATES FOR SCHOOL PRINCIPAL I AND SCHOOL PRINCIPAL III VACANT POSITION IN SECONDARY**

Please be informed that there will be a ranking of candidates for the School Principal I and School Principal III vacant position in Secondary in the Division.

The minimum qualification standards for the above-cited positions are the following:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
School Principal III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)

All interested applicants to the said position are advised to submit their application letter together with the following documents c/o Personnel Unit on or before **June 22, 2015**, to wit:

1. Personal Data Sheet (Form 212)
2. Teacher Eligibility Rating
3. Copy of PRC License
4. Principal's Test Result
5. Service Record
6. Performance Rating for the last 2 years
7. Transcript of Records
8. Training Certificates
9. Certification of Outstanding Accomplishment

Immediate and wide dissemination of this Memorandum is desired.

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent