



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 627, s. 2024

To: Assistant Schools Division Superintendent
 Chief Education Supervisor
 Education Program Supervisors
 Public Schools District Supervisors
 Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) SCHOOL PRINCIPAL III (Senior High), SCHOOL PRINCIPAL I (Elementary), SCHOOL PRINCIPAL I (Secondary), ASST. SCHOOL PRINCIPAL 2 (Senior High), MASTER TEACHER 2 (SECONDARY), MASTER TEACHER 2 (ELEMENTARY), MASTER TEACHER 1 (SECONDARY), ADMINISTRATIVE OFFICER II (HRMOI), ADMINISTRATIVE OFFICER II (Administrative Officer I), Administrative Assistant III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III)

DATE: December 2, 2024

1. This Office hereby informs the field that the Recruitment, Evaluation, Selection, and Appointment (RESA) for **SCHOOL PRINCIPAL III (Senior High), SCHOOL PRINCIPAL I (Elementary), SCHOOL PRINCIPAL I (Secondary), ASST. SCHOOL PRINCIPAL 2 (Senior High), MASTER TEACHER 2 (SECONDARY), MASTER TEACHER 2 (ELEMENTARY), MASTER TEACHER 1 (SECONDARY), EDUCATION PROGRAM SUPERVISOR (EPS), ADMINISTRATIVE OFFICER II (HRMOI), ADMINISTRATIVE OFFICER II (Administrative Officer I), Administrative Assistant III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III)** will now commence to all interested applicants.

2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **December 26, 2024, until 5:00 In the afternoon only, to wit:**

POSITION	DOCUMENTS
SCHOOL PRINCIPAL III (Senior High), SCHOOL PRINCIPAL I (Elementary), SCHOOL PRINCIPAL I (Secondary), ASST SCHOOL PRINCIPAL 2 (Senior High), MASTER TEACHER 2 (SECONDARY), MASTER TEACHER 2 (ELEMENTARY), MASTER TEACHER 1 (SECONDARY), ADMINISTRATIVE OFFICER II (HRMOI) ADMINISTRATIVE OFFICER II (Administrative Officer I)	a. Letter of Intent addressed to the Head of Office, or the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photocopy of Valid and updated PRC Professional License/Cert of Eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) with GWA and Diploma, including completion of graduate and post-graduate units/degrees, if available

ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV), ADMINISTRATIVE AIDE VI (Clerk III)	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 Rating for the last 3 rating periods covering one (1) year of performance before 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 (Annex C), notarized by the authorized official;
	k. other documents as may be required by the HRMPSB for comparative assessment, including but not limited to: <ul style="list-style-type: none"> i. 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; and ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not appropriate to the position to be filed, if applicable.

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
SCHOOL PRINCIPAL III (Senior High)	Education	Bachelor's Degree in Sec. Education or its equivalent or bachelor's Degree plus 18 prof. Units in Education plus 6 units of Management
	Experience	2 years as Principal
	Training	40 hours of relevant training
	Eligibility	RA-1080 (Teacher)
SCHOOL PRINCIPAL I (ELEM AND SECONDARY)	Education	Bachelor's degree in Elementary/Secondary <u>Education</u> ; or bachelor's degree w/ 18 professional education units
	Experience	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5 years.
	Training	40 hours of relevant training
	Eligibility	RA-1080 (Teacher)

ASST. SCHOOL PRINCIPAL II (SENIOR HIGH)	Education	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 10 units in professional education
	Experience	2 years relevant experience
	Training	8 hours of relevant training
	Eligibility	RA-1080 (Teacher)
MASTER TEACHER II (SECONDARY) And MASTER TEACHER II (ELEMENTARY)	Education	Bachelor of Secondary/Elementary Education (BSEd) or bachelor's degree plus 18 professional units in education with appropriate major; and 24 units for a master's degree in education or its equivalent
	Experience	1 year as Master Teacher or 4 years as Teacher III
	Training	Four (4) hours of relevant training
	Eligibility	PBET/ TEACHER/ RA-1080
MASTER TEACHER I (SECONDARY)	Education	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in education with appropriate major; and 18 units for a master's degree in education or its equivalent
	Experience	Three (3) years relevant experience
	Training	None Required
	Eligibility	PBET/ TEACHER/ RA-1080
ADMINISTRATIVE OFFICER II (HRMOI) AND ADMINISTRATIVE OFFICER II (Administrative Officer I)	Education	Bachelor's Degree
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training

	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE ASSISTANT II (Clerk IV)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE AIDE VI	Education	Completion of 2 years of studies in college
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Subprofessional/1st level eligibility

4. The RSA process shall be based on the guidelines set forth in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph
5. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points	Breakdown of Points
NON-TEACHING POSITIONS	SG 1-9 (Non-General Services)	SG 10-22 and SG 27
a. Education	5	5
b. Training	5	10
c. Experience	20	15
d. Performance	20	20
e. Outstanding Accomplishments	10	10
f. Application of Education	10	10
g. Application of Learning and Development	10	10
h. Potential (Written Exam, Work Sample Test, BEI)	20	20
TOTAL	100	100

CRITERIA	Breakdown of Points
SCHOOL ADMINISTRATION POSITION	
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25

e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	15
TOTAL	100

CRITERIA	Breakdown of Points
RELATED-TEACHING POSITIONS	SG 16-23 and SG -27
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	5
f. Application of Education	15
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

For the Master Teacher Positions based on DECS Order No. 10, s. 1997


CRITERIA	Breakdown of Points
Demonstration Teaching	
a. Introduced the following: -Curriculum/Instructional Materials -Teaching Techniques/Strategies -Simplification of Work -Income Generation Project	20
b. Subject Coordinator (at least 1 Year)	12
c. Chairman of Special Committee	12
d. Initiated/headed educational research/participated in educational research(member)	12
e. Coordinator of community/project of other agency or rural service improvement for at least 2 years	12
f. Organized/managed In-service activity	12
g. Meritorious Achievements - 1. Trainor/Coach of contestants who received prizes/commendations/Recognition -National Winner 10 -Regional Winner 5 -Division Winner 3 -District Winner 1	10
2. Athletic Coach of Athletes/teams - National Level 10 - Regional Level 5	

- Provincial/Division Level	3	
- District/Congressional Level	1	
h. Authorship		10
-Solo	10	
-Co-authorship	5	
-Article	1	
TOTAL		100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
A perusal of Documents by the HRMPSB	December 27 to January 02, 2025
Orientation and Written Examination	January 02, 2025
Interview and Confirmation of Points	January 06-08, 2025

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the submission requirements.
10. The HRMPSB will post the Initial Evaluation Result, and only those who are declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.


MARGARTO A. CADAYONA, JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



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