



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG  
P2, Hamorawon, Calbayog City, Western Samar

July 1, 2026

**DIVISION MEMORANDUM**

No. 256, s. 2026

**CALL FOR THE SUBMISSION OF APPLICATIONS FOR THE  
NATURAL VACANCY OF SCHOOL PRINCIPAL POSITIONS  
INCLUDING TEACHER-IN-CHARGE (TIC)**

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

1. In reference to DepEd Order No. 7, s. 2023, titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," this office announces that we are now accepting submissions for the positions of School Principal, including Teacher-in-Charge (TIC), for both elementary and secondary levels. The submission period will be from July 3, 2026, to July 19, 2026.
2. Below is the list of the documents required for submission:

| POSITION  | DOCUMENTS  |
|---|--|
| <b>School Principal 1 and<br/>Teacher-in-Charge (TIC)</b> | a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office   |
|   | b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017   |
|   | c. A photocopy of Civil Service Career Professional Eligibility or any second-level 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) and Diploma, including completion of graduate and post-graduate units/degrees, if available  |
|   | 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 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 (Annex C), notarized by the authorized official;                             |
|   | k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:<br>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 relevant to the position to be filed, if applicable.

3. Applicants shall be evaluated using the following criteria:

| CRITERIA   | Breakdown of Points |
|--|---------------------|
| 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                  |
| <b>TOTAL</b>                                       | <b>100</b>          |

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

| ACTIVITIES                           | DATES            |
|--------------------------------------|------------------|
| Perusal of Documents by the HRMPSB   | July 20-21, 2026 |
| Orientation and Written Examination  | July 22, 2026    |
| Interview and Confirmation of Points | July 23, 2026    |

5. Only applications that meet the qualification standards and complete documentation requirements will be accepted. Incomplete submissions and/or discrepancies in the provided documents will be returned to the applicant.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
 Schools Division Superintendent



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