



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM

No. 027, s. 2023

ANNOUNCEMENT OF VACANCY FOR SCHOOL PRINCIPAL I (ELEMENTARY)

To : Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Others Concerned

1. This Office announces the vacancy for the position listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, or political affiliation.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 588)	No. of Position/s	Place of Assignment
School Principal I	OSEC-DECSB-SP1-270047-2014	19	P 51,357.00	14	DepEd - Division of Biñan City (Elementary)
	OSEC-DECSB-SP1-270048-2014				
	OSEC-DECSB-SP1-270049-2014				
	OSEC-DECSB-SP1-270050-2014				
	OSEC-DECSB-SP1-270051-2014				
	OSEC-DECSB-SP1-270539-2010				
	OSEC-DECSB-SP1-270541-2010				



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
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	OSEC-DECSB- SP1-270546- 2010				
	OSEC-DECSB- SP1-270567- 2010				
	OSEC-DECSB- SP1-270585- 2010				
	OSEC-DECSB- SP1-270635- 2010				
	OSEC-DECSB- SP1-270648- 2010				
	OSEC-DECSB- SP1-270665- 2010				
	OSEC-DECSB- SP1-270666- 2010				

2. The Qualification Standards (QS) of the said position are as follows.

Position	Education	Experience	Training	Eligibility
School Principal I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training (School Heads Development Program)	R.A. 1080 (LET/PBET)

3. Below are the duties and responsibilities of the abovementioned position.

Position	Duties and Responsibilities
School Principal I	<ul style="list-style-type: none"> Supervises and directs all school teaching and non-teaching personnel Manages instructional system



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- Sets up goals and objectives
- Leads and implements educational programs
- Organizes and conducts INSETs
- Promotes and coordinates services for the holistic development of school personnel and pupils
- Directs, coordinates, and manages school funds according to prioritized needs
- Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
- Requests and distributes instructional materials
- Initiates and compiles teachers' professional documents in portfolios
- Practices equitable distribution of teaching loads and observes teacher-learner ratio
- Inspects regularly Daily Lesson Logs (DLL)
- Monitors teachers' upkeep of student's records
- Provides EPA-compliant accommodation to learners amidst shortages
- Prepares/consolidates reports
- Rates all school personnel performance and recommends promotion
- Creates a committee to assess learning outcomes
- Establishes linkages with stakeholders
- Ensures compliance with existing laws, policies, and orders of fund-raising projects for the school
- Evaluates the school plant, physical facility's fitness, safety, and sufficiency with the assistance of specialists
- Formulates intervention programs/innovations for learners' development
- Organizes special classes for learners with special needs
- Meets parents regularly to confer/inform them about school accomplishments
- Determines the strengths, weaknesses, opportunities, and threats of the school
- Designs programs with stakeholders to address school needs
- Recognizes accomplishments of stakeholders
- Promotes the welfare of stakeholders
- Mediates and ensures resolution of conflicts in school
- Formulates school policies with stakeholders



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	<ul style="list-style-type: none"> • Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) • Promotes school discipline with stakeholders • Leads the preparation of SIP/AIP and ensures the participation of stakeholders
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4. Interested and qualified applicants are advised to submit the following documents to the **Records Unit** of the City Schools Division of Biñan City or email at **records.binacity@deped.gov.ph** on or before **January 27, 2023**.

- a. Notarized Omnibus Certification of Authenticity and Veracity of Documents
- b. Letter of intent addressed to the Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet
- d. Photocopy of Transcript of Records (TOR)
- e. Photocopy of PRC License/Certificate of Rating
- f. Updated Service Records/Certificate of Employment
- g. Performance ratings (duly signed) – **3 consecutive years**
- h. Certificate of Training/Seminar (must be relevant to the position being applied)
- i. Outstanding Accomplishments (**if any with supporting documents**)
 - Outstanding Employee Awards
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker

5. Applicants must ensure that their documents are complete and accurate. Late documents shall not be accepted.

6. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form No. 212 (PDS) for the scheduled assessment and interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

7. Applicants may refer to **DepEd Order No. 42, s. 2007**, “Revised Guidelines on Selection, Promotion, and Designation of School Heads”, for the criteria and number of points assigned to each criterion.

8. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:



EDENIA O. LIBRANDA

Chief Education Supervisor

Officer in Charge

Office of the Assistant Schools Division Superintendent

Date: **01-17-2023**



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Encl: None

Reference: DepEd Order No. 42, s. 2007

OSDS/PER / TGP / CBB / DM-Announcement of Vacancy for School Principal I (Elementary)
/ 01/17/2023



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