Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 2, 2021

DIVISION MEMORANDUM
No. 464 **, s. 2021**

SUBMISSION OF APPLICATION FOR VACANT POSITIONS

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
School Principals/Head Teachers
All Qualified Applicants

1. This Office announces the submission of application for the anticipated and/or vacant positions in the attached list for the different schools, this Division.

2. **Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter indicating the specific position and school where they intend to apply** together with the supporting documents to the respective Technical Working Group (TWG) in the District on or before **November 15, 2021.** Please be guided by the attached DepEd Orders for the qualification standards and criteria of evaluation.

3. The TWG in the district shall pre-evaluate the documents using the attached evaluation sheet. Afterwards, the documents of the top 10 qualified applicants per school per position shall be forwarded to the HRMPSB for the interview, written examination and final deliberation.

4. Schedule of interview and written test will be announced later.

5. Immediate and wide dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

PYM/mlb

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SCHOOLS DIVISION OF AKLAN

LIST OF VACANT POSITIONS IN THE DIVISION OF AKLAN

Level	Position	Salary Grade	No. of Vacant Items	District	School Assignment
Level II Positions					
Elementary	School Principal IV	22	1	New Washington	New Washington Elementary School
	School Principal II	20	3	Lezo Buruanga Altavas	Uldario P. Custodio ES Alegria Elementary School Cabugao Elementary School
	School Principal I	19	1	Nabas	Gibon Elementary School
	Head Teacher III	16	1	Madalag	Paningayan Elementary School
Junior High School	School Principal II	20	2	Kalibo I Ibajay West	Gaudencio L. Vega NHS Ondoy National High School

Prepared by:

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Administrative Officer IV

Department of Education
Region VI - Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

INDIVIDUAL CANDIDATES EVALUATION SHEET FOR PROMOTION
TO SCHOOL HEAD AS _____

NAME _____ STATION/SCHOOL_____

PRESENT POSITION _____ DATE OF EFFECTIVITY_____

COMPUTATION OF POINTS	Breakdown of Points	No. of Points
I. PERFORMANCE RATING (30 points)		
Performance Rating for SY 2017 - 2018 = _____		
2018 - 2019 = _____		
2019- 2020 = _____		
Average Performance Rating _____ x 30 = _____pts.		_____
II. EXPERIENCE (10 points)		
Relevant experience consists of the performance of duties and functions relevant to the next higher position over a period expressed in years with every year given a point but not to exceed ten (10) points equivalent to 10 years.		_____
III. OUTSTANDING ACCOMPLISHMENTS (30 points)		
A. Outstanding Employee Award (5 points)		
Awardee in the school	1 pt.	_____
Awardee in the district/nomination in the division	2 pts.	_____
Awardee in the division/nomination in the region	3 pts.	_____
Awardee in the region/nomination in the DepEd	4 pts.	_____
National awardee	5 pts.	_____
B. Innovations (5 points)		
Innovative work plan and properly documented, and approved by immediate head attested by authorized division/regional Official		
*Conceptualized _____	1 pt.	_____
* Started the implementation _____	2 pts.	_____
* Fully implemented in the school _____	3 pts.	_____
* Adopted in the district _____	4 pts.	_____
* Adopted in the division_____	5 pts.	_____
C. Research and Development Projects (10 points)		
* Action research conducted in the school level	6 pts.	_____
* Full-blown research conducted in the district level	8 pts.	_____
* Full-blown research conducted in the division level	10 pts.	_____
D. Publication/Authorship related to Education or School Improvement (5 points)		
* Articles published in a journal/newspaper/magazine of wide circulation (per article but not to exceed 4 pts.)_____	2 pts.	_____
* Co-authorship of a book (to be divided by the number of authors	4 pts.	_____
* Sole authorship of an education or school improvement related work	5 pts.	_____

E. Consultancy/Resource Speakership in Trainings/Seminars/ Workshops/Symposia (5 points)

* District Level _____	1 pt.	_____
* Division Level _____	2 pts.	_____
* Regional Level _____	3 pts.	_____
* National Level _____	4 pts.	_____
* International Level _____	5 pts.	_____

IV. EDUCATION & TRAINING (20 pts.)

A. Education (10 points)

* CAR for Master's Degree	6 pts	_____
* Master's Degree	7 pts.	_____
* CAR for Doctoral Degree	9 pts.	_____
* Doctoral Degree	10 pts.	_____

B. Training (10 points)

Participant in a specialized training, e.g. Scholarship, Short Courses, Study Grants, shall be given 1 pt. for each month of attendance but not to exceed 10 pts. _____

1. Participant in 3 or more training activities in each level conducted for at least 3 days not credited during the latest promotion:

* District Level _____	2 pts.	_____
* Division Level _____	4 pts.	_____
* Regional Level _____	6 pts.	_____

2. Participant in one (1) training activity conducted for at least 3 days not credited during the latest promotion:

* National Level _____	8 pts.	_____
* International Level _____	10 pts.	_____

3. Chair/Co-Chair in a technical/planning committee

* District Level _____	2 pts.	_____
* Division Level _____	4 pts.	_____
* Regional Level _____	6 pts.	_____
* National Level _____	8 pts.	_____
* International Level _____	10 pts.	_____

V. POTENTIAL (5 points) 5 pts. _____

VI. PSYCHOLOGICAL ATTRIBUTES AND PHYSICAL CHARACTERISTICS (5 points) 5 pts. _____

TOTAL POINTS _____

CERTIFIED CORRECT:

_____ _____ _____

_____ _____ _____

Republic of the Philippines
Department of Education

JUN 15 2007

DepED ORDER
No. 39, s. 2007

MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS OF HEAD TEACHERS AND PRINCIPALS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.

2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.

3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.

4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.

5. For your guidance and compliance.

JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

(Enclosure No. 1 to DepED der No. 39, s. 2007)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
For Secondary Schools						
Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 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)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

/billy/personnel/QS

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools:						
Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
For Secondary Schools:						
Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)