



DEP-ED SDO N.E.  
**RELEASED**  
OCT 11 2021

Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

08 October 2021

DIVISION MEMORANDUM  
No. 314, s. 2021

**DIVISION OPEN RANKING FOR SECONDARY SCHOOL PRINCIPAL I POSITIONS**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Secondary School Principals/Head Teachers  
All Others Concerned

1. This is to announce that there will be a conduct of an open ranking for the School Principal positions, Salary Grade 19 on **October 14, 2021, 9:00 AM** at the Schools Division Office-SGOD Conference Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.
2. Interested applicants should meet the minimum requirements set for the position based on the CSC Qualification Standards, to wit:

Education – Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units with appropriate field of specialization  
Experience – Head Teacher for 1 year; or Teacher In-Charge (TIC) for 2 years; or Master Teacher for 2 years; or Teacher for 5 years  
Training – 40 hours of relevant training  
Eligibility – RA 1080/PBET/LET

Note: Applicants must be **NQESH passer** as per DepEd Standard.

3. All interested applicants may upload the accomplished notarized Personal Data Sheet (CS Form 212) to this link [https://bit.ly/secondary\\_p1\\_ranking](https://bit.ly/secondary_p1_ranking) on or before 5:00 PM on October 12, 2021. The link will be closed after aforementioned date and time.
4. Applicants are required to bring one (1) set – original copies and one (1) set – photocopies of the following documents:
  - a. Letter of intent addressed to Head of Office
  - b. CS Form 212
  - c. Photocopy of Certificate of Eligibility
  - d. Transcript of Record
  - e. Service Record or Certificate of Employment
  - f. Certificate of Trainings
  - g. Last 3 years Performance Rating
  - h. Omnibus Sworn Statement of Authenticity
  - i. Outstanding Accomplishment
  - j. Certificate of Awards
  - k. Innovation
  - l. Research and Development Projects
5. Applicants should follow the Schedule of Activity during selection, to wit;
  - a. 10 minutes orientation
  - b. 5 minutes verification of documents relative to the CSC Qualification Standards
  - c. 10 minutes examination
  - d. The rest of the time will be allotted for interview and appreciation of documents



**Address:** Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
**Telephone No.:** (044) 940 3121  
**Email:** nueva.ecija@deped.gov.ph  
**Facebook Page:** DepEd SDO Nueva Ecija  
**Webpage:** www.deped-ne.net.ph



6. Interested applicants should be at the SDO-Function Room 15 minutes before the activity.

7. Please refer to DepEd Order No. 42, s. 2007 for the computation of points in accordance with the criteria as indicated therein,

8. The Division Selection Board (PSB) is composed of the following:

Chairman : Mina Garcia L. Acosta, PhD CESO VI  
Asst. Schools Division Superintendent (CD I & CD II)

Ronilo E. Hilario, CESE  
OIC - Asst. Schools Division Superintendent (CD III & CD IV)

Members: Orlando C. De Leon Administrative Officer V  
Roxer Erwin B. Garcia Administrative Officer IV (HRMO)  
Lorenzo P. Joaquin President – PASPA  
Luis M. Calison Chief-SGOD

Secretariat: Melanie S. Garcia Administrative Officer II  
Mike Ahren M. Rances Administrative Assistant III

9. No application shall be accepted after October 12, 2021.

10. For information, guidance and compliance.

**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent †

Encl.: None

References as stated: DO 42, S. 2007 and DO 29, S, 2002

To be indicated in the

Perpetual Index under the following subject:

APPLICANTS

SCHOOL PRINCIPAL I

SELECTION PROCESS

  
**RONILO E. HILARIO**  
Assistant Schools Division Superintendent