



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**



Office of the Schools Division Superintendent

October 12, 2022

**DIVISION MEMORANDUM**

No. 000373, S. 2022

**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT PRINCIPAL II POSITIONS  
IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division: Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. With the intent to fill in the vacant position in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents for interested applicants**, on or before **November 4, 2022 at 5:00pm**. Applicants may send their pertinent papers to the Schools Division Office or through the official email address of the Schools Division of Occidental Mindoro (**occidental.mindoro@deped.gov.ph**) with name as subject and the position applying for (ex. Dela Cruz, Juan\_Principal II).

2. **Deped Order No. 42, s. 2007** shall be the basis in the evaluation and assessment of each document. Interested applicants should attach the following documents with their application letter: duly accomplished Personal Data Sheet (Revised 2017) with work experience sheet, performance ratings (if any), certificate/s of employment/service record, certificate/s of trainings attended, documents for outstanding accomplishments (if any), Transcript of Records and copy of eligibility. **Incomplete documents shall not be entertained.**

3. The vacant positions shall be open to all qualified applicants regardless of age, sexual orientation/gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

4. The following is the table of Qualification Standards approved by the Civil Service Commission for the vacant positions:


OSDS/HR/ECFMM



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1848/09296301543  
✉ occidental.mindoro@deped.gov.ph  
📘 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

POSITION	NO OF ITEM/S	SALARY GRADE	QUALIFICATION STANDARD
Principal II -Elementary -Junior High School -Senior High School	5 1 1	20	<b>For Elementary</b> <b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management <b>Experience:</b> 1 year as Principal <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)  <b>For Junior &amp; Senior High School</b> <b>Education:</b> Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management <b>Experience:</b> 1 year as Principal <b>Training:</b> 40 hours of relevant training <b>Eligibility:</b> RA 1080 (Teacher)

5. Widest dissemination of and compliance to this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

Reference:  
As stated

Inclosure:  
None

To be indicated in the Perpetual  
Index under the following Subjects:

PERSONNEL  
RECRUITMENT

SELECTION  
APPLICATION

QUALIFICATION STANDARDS  
VACANCY