



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

25 OCT 2024

**DIVISION MEMORANDUM**

No. **674**, s. 2024

**SUBMISSION OF APPLICATION FOR TRANSFER TO THE EXISTING VACANT ITEMS  
IN THE SECONDARY SCHOOLS IN THE SCHOOLS DIVISION OF CAPIZ**

To: OIC- Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. This Office announces the submission of application for transfer to the existing vacant Secondary School Principal positions, to wit:

| Level     | Position                       | No. of Positions | Office/School/District Assignments                         |
|-----------|--------------------------------|------------------|--|
| Secondary | Secondary School Principal IV  | 2                | Ivisan National High School<br>Maayon National High School |
| Secondary | Secondary School Principal III | 1                | Sapian National High School                                |

2. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter for transfer addressed to the Schools Division Superintendent through the Office of the Administrative IV (Personnel) specifying their desired position and office/ school where the vacancy exists, on or before **November 7, 2024**. The following documents in **one (1) set of photocopies; properly labelled, with tabbing, per criterion** are to be submitted:

- Application letter;
- CSC Form 212 (Personal Data Sheet) must be computerized sworn before an officer authorized to administer oath;
- Transcript of Record (graduate and undergraduate) authenticated by CHED;
- Other Designations (with specific duties and responsibilities), if any;
- Position Description Form for regular employees and from other Government Agencies;
- Certificate of Eligibility;
- Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees);
- Certificate of Trainings after the last promotion/appointment
- Outstanding accomplishment after the recent promotion/appointment;



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- j. Omnibus Sworn Certification of the applicant stating that all documents are authentic copy of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath.
3. Please be guided by DepEd Order No. 007 s 2023 titled *Guidelines on Recruitment, Selection, and appointment in the Department of Education*, for the qualification standards and criteria evaluation.
4. The cut-off date for the accomplishments, awards, trainings and seminars is from the date of last promotion to November 7, 2024. Only documents submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the Human Resource Merit Promotion and Selection Board (HRMPSB) that are needed for the verification and validation of initially submitted documents.
5. The timeline for the recruitment and selection process is indicated below.

| Activities   | Venue   | Schedule             |
|--|---|----------------------|
| Filing of Application Letter with Complete Supporting Documents  | Admin Section                                       | November 3-7, 2024   |
| Pre-evaluation of the Applicant's Qualification vis-à-vis Qualification Standard (QS) and Submission of the Selection Line-up for Deliberation of HRMPSB | HRM Office  | November 8, 2024     |
| Posting of List of Qualified Applicants  | Bulletin Board (3 conspicuous places)               | November 12, 2024    |
| Evaluation and Deliberation  | Multi-Purpose Hall                                  | November 14, 2024    |
| Systematic Assessment  |   |                      |
| Interview of applicants  | Multi-Purpose Hall                                  | November 14, 2024    |
| Written Examination  | Multi-Purpose Hall                                  |                      |
| HRMPSB Deliberation and Finalization of Evaluation Results   | Office of the Asst. Schools Division Superintendent | November 15, 2024    |
| Background Investigation   | N/A   | November 16-18, 2024 |
| Submission to the Office of Schools Division Superintendent for the approval of the Evaluation Results   | Office of the Schools Division Superintendent       | November 20, 2024    |
| Posting of Results   | Bulletin Board (3 conspicuous places)               | November 21, 2024    |



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6. Applicants are reminded of the following:
  - a. Late documents shall not be evaluated; and
  - b. No retrieval of folders will be allowed once stamped "Received" by the office.
7. Original set of documents will be retained by the applicants and to be brought during the evaluation and validation of documents during the Open Ranking.
8. Expenses relative to the conduct of the activity shall be charged against the DIVISION MOOE, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: None

Reference: DepEd Order (No. 007 s. 2023)

To be indicated in the Perpetual Index  
Under the following subjects:

CRITERIA

EVALUATION

SELECTION



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