



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

January 31, 2025

DIVISION MEMORANDUM

No. 061, s. 2025

**SCHEDULE OF THE CONDUCT OF EVALUATION PROCESS OF
SCHOOL HEAD - APPLICANTS (ELEMENTARY AND SECONDARY)**

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 conduct of the evaluation and validation of the school head - applicants for elementary and secondary positions on **February 20-21, 2025** and **February 24-25, 2025**.
2. This activity aims to evaluate and validate the documentary requirements of the applicants vis-à-vis criteria stipulated in DepEd Order No. 07 s. 2023 and to conduct activities under the criterion Potential with the weight of 15% of the total points.
3. Applicants are advised to report to Division Multi-purpose Hall on the following schedules:

a. February 20, 2025 - Elementary School Head applicants

8:00 am – 8:30 am – Registration
8:30 am – 9:00 am – Skill (ICT) Test
9:00 am – 10:00 am – Written Examination
10:00 am – 5:00 pm – Interview

b. February 21, 2025 - Secondary School Head applicants

8:00 am – 8:30 am – Registration
8:30 am – 9:00 am – Skill (ICT) Test
9:00 am – 10:00 am – Written Examination
10:00 am – 5:00 pm – Interview

c. February 24, 2025 - Elementary School Head applicants

8:00 am – 5:00 pm – Validation of documents
Open Ranking

d. February 25, 2025 - Secondary School Head applicants

8:00 am – 5:00 pm – Validation of documents
Open Ranking



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@depd.gov.ph
Website: <http://depdcapiz.ph>



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4. Applicants must bring their own laptop, extension cord and own pocket or portable wi-fi on their scheduled day.
5. Likewise, they must bring their original documents during the validation process / open ranking for verification purposes / authenticity.
6. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.


ROEL F. BERMEJO

Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No.007 s. 2023

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

EVALUATION

EXAMINATION

RANKING



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