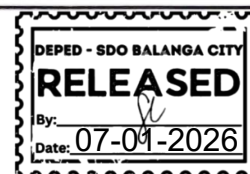




Republic of the Philippines  
**Department of Education**  
 Region III – Central Luzon  
**SCHOOLS DIVISION OFFICE OF BALANGA CITY**

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**

No. 327 s. 2026

**DIVISION RANKING FOR THE NEWLY CREATED SCHOOL ADMINISTRATOR  
 AND NON-TEACHING POSITIONS IN SDO BALANGA CITY**

To: Assistant Schools Division Superintendent  
 Chiefs of Functional Divisions  
 HRMPSB Committee Members and Secretariat  
 Units/Section Heads  
 Elementary and Secondary School Administrators  
 All Qualified Applicants

1. This Office announces the conduct of the Division Ranking for the following positions in SDO Balanga City, to wit:

| POSITION TITLE and APPLICATION LINK  | SG | SCHEDULE OF F2F RANKING | VENUE               |
|--|----|-------------------------|---------------------|
| SCHOOL PRINCIPAL I<br><a href="https://tinyurl.com/SP1-JULY-2026">https://tinyurl.com/SP1-JULY-2026</a>            | 19 | July 21, 2026           | SDO Conference Hall |
| PROJECT DEVELOPMENT OFFICER I<br><a href="https://tinyurl.com/PDO1-JULY2026">https://tinyurl.com/PDO1-JULY2026</a> | 11 |                         |                     |

2. Complete details and Qualification Standards (QS) of the positions, which the applicant must meet, can be found in Enclosure No. 1 of this Memorandum.
3. All interested qualified applicants, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs, may signify their intent and submit the following documents in Portable Document Format (PDF), by filling-up the google form through the links provided **until 5:00 PM of July 11, 2026.**



Address: DFS Phase III, Talisay, Balanga City  
 Email Address: balanga.city@deped.gov.ph  
 Telephone No: (047) 935-0210



## **MANDATORY REQUIREMENTS (For Initial Evaluation as to meeting the QS)**

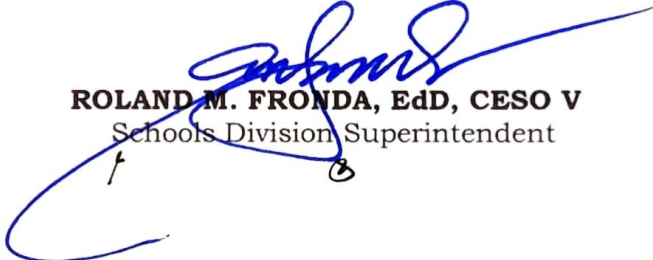
- Letter of intent addressed to the Head of Office
  - Duly accomplished and notarized PDS (CS Form No. 212, revised 2025)
  - Work Experience Sheet with detailed duties and responsibilities relevant to the position applying for
  - Photocopy of valid and updated PRC License/CSC Eligibility, if applicable
  - Photocopy of Certificate of Eligibility/Board Rating, if applicable
  - For applicant to School Principal I position: Certificate of passing the Principal's Test/NQESH/NASH
  - Photocopy of educational/academic records such as Transcript of Records (TOR) and Diploma including the completion of Graduate and Post-graduate units/degrees, if any
  - Photocopy of Certificate/s of Relevant Training or professional development programs, if applicable. (acquired after the last promotion but within the last 5 years)
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
  - Photocopy of latest appointment, if applicable.
  - Photocopy of the Performance Rating for the last rating period covering one (1) year (12 months) of performance in the current or latest position relevant to the position applied for, prior to the deadline of submission, if applicable.
  - Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the prescribed form, notarized by the authorized official.
  - Other documents, as may be required by the HRMPSB
4. Forms/templates such as PDS (CS Form No. 212, revised 2025), Checklist of Requirements, and Omnibus Sworn Statement on CAV can be downloaded from SDO's official website <https://depedbalanga-shs.edu.ph>
  5. All applicants are advised to keep a copy of their submitted response (e.g., email confirmation or screenshot showing "Your response was submitted") as proof in case of technical issues.
  6. Individuals who fail to submit complete mandatory requirements by the set deadline shall not be included in the pool of official applicants.
  7. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the applicants' identities when posting the results.



**Address:** DFS Phase III, Talisay, Balanga City  
**Email Address:** balanga.city@deped.gov.ph  
**Telephone No:** (047) 935-0210



8. The evaluation and assignment of points will be guided by **DepEd Order No. 007 s. 2023**, or the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education* and its enclosures.
  - a. For **School Principal I** position: **Enclosure No. 3** (*Criteria and Point System for Hiring and Promotion to School Administration Positions*)
  - b. For **Project Development Officer I** position: **Enclosure No. 5** (*Criteria and Point System for Hiring and Promotion to Non-Teaching Positions*)
  
9. **All applicants shall be notified of the initial evaluation results through a written notice sent through their official email address. Moreover, those found to be qualified based on the approved Qualification Standards of the position must bring the rest of their documents per criteria enumerated in DepEd Order No. 007 s. 2023, including the hard copies of the documents submitted online, on the day of the ranking. Only documents at hand shall be credited.**
  
10. The time of the open ranking shall be provided in the notification letter.
  
11. Immediate dissemination of this Memorandum to all concerned is desired.

  
**ROLAND M. FRONDA, EdD, CESO V**  
 Schools Division Superintendent

Encls.: as stated  
 Reference: DO No. 007 s. 2023

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

|             |                       |
|-------------|-----------------------|
| APPOINTMENT | EMPLOYMENT            |
| HIRING      | POLICY                |
| RECRUITMENT | RULES AND REGULATIONS |
| SELECTION   |                       |

Ref. No.: OSDS-PER-2026-\_\_\_  
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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_ s. 2026)

### QUALIFICATION STANDARDS AND POSITION PROFILE

|   |   |
|---|---|
| Position Title:   | <b>SCHOOL PRINCIPAL I</b>   |
| Unique Item No.:  | OSEC-DECSB-SP1-150101-2026  |
| Salary Grade:   | 19  |
| Monthly Salary:   | 59,153.00   |
| Station/Place of Assignment:  | School  |
| <b>CSC PRESCRIBED QUALIFICATION STANDARD</b>  |   |
| Education:  | Master's degree in Education, or Educational Management, or Educational Leadership; or<br>Master's degree in relevant learning area with at least 9 units in Management                               |
| Experience:   | 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision |
| Training:   | 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years                    |
| Eligibility:  | RA 1080, as amended (Teacher), and<br>Principal's Test/NQESH/NASH Passer  |
| <p>Job Summary: This position is responsible for carrying out the school's vision and mission and ensures the effective and efficient implementation of the curriculum, instructional supervision, school governance, resource management, and learner support services to improve learning outcomes.</p> |   |

|  |  |
|--|--|
| Position Title:  | <b>PROJECT DEVELOPMENT OFFICER I</b>                       |
| Unique Item No.:   | OSEC-DECSB-PDO1-150416-2026<br>OSEC-DECSB-PDO1-150417-2026 |
| Salary Grade:  | 11   |
| Monthly Salary:  | 31,705.00  |
| Station/Place of Assignment:   | Cluster of schools   |
| <b>CSC PRESCRIBED QUALIFICATION STANDARD</b>   |  |
| Education:   | Bachelor's degree relevant to the job                      |
| Experience:  | None required  |
| Training:  | None required  |
| Eligibility:   | Career Service Professional / Second-Level Eligibility     |
| <p>Job Summary: This position is responsible for providing support to the School Head in implementing the various programs, projects, and activities initiated by the school or mandated by the Department. The position is expected to perform tasks or roles related to program coordination and implementation in the school.</p> |  |