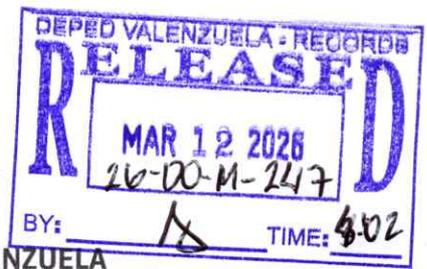




DepEd ICT Unit
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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 0247, s. 2026

OPENING OF SCHOOL ADMINISTRATION, RELATED TEACHING AND NON-TEACHING ITEMS

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Public Elementary and Secondary School Heads/Officer-in-Charge
 All Others Concerned

1. This Office announces the acceptance of applications for the positions of:

- One (1) School Principal IV**
- One (1) School Principal III**
- Three (3) School Principal II**
- Three (3) School Principal I**
- One (1) Senior Education Program Specialist
 School Management Monitoring and Evaluation (SMM&E)**
- One (1) Education Program Specialist II
 Social Mobilization and Networking Section (Socmob)**
- One (1) Administrative Officer IV (Procurement Unit)**

POSITION / ITEM NUMBER	SG	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
School Principal IV	22	P81,796.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 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	RA 1080, as amended (Teacher)	Elementary School
School Principal III	21	P73,303.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School	RA 1080, as amended (Teacher)	Elementary School



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			degree in relevant learning area with at least 15 units in Management		Management and Operations, Instructional Leadership acquired within the last 5 years		
School Principal II	20	P66,052.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	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	RA 1080, as amended (Teacher)	Secondary/ Elementary Schools
School Principal I	19	P59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	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	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	RA 1080, as amended (Teacher)	Secondary/ Elementary Schools
Senior Education Program Specialist	19	P59,153.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	SGOD (SMM&E)
Education Program Specialist II	16	P45,694.00	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher); Career Service (Professional) Second Level Eligibility	SGOD (Socmob)
Administrative Officer IV	15	P42,178.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	OSDS (Procurement Unit)
Preferred Qualifications:				2 yrs. Relevant experience in procurement	8 hours relevant training		

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2. The Schools Division Office of Valenzuela adheres to the **Equal Employment Opportunity Principle (EEOP)** in the implementation of the Agency's Merit Selection Plan. Thus, the Division allows anyone within or outside DepEd to apply for a position irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.
3. This Office reiterates the Department's Zero Tolerance Policy against corruption, especially "pay for position" schemes in appointments, promotions, and designation with the Department.
4. All interested applicants are requested to submit the documentary requirements arranged as stated in **Annex A**, fastened in a long-expanded folder with proper tabbing, to the **Records Section, on or before March 27, 2026, until 5:00 PM**. Likewise, applicants should fill up the form at <https://tinyurl.com/sdovalenzuela-RT-NT-SH>
5. Only documents submitted on or before the deadline will be accepted. Thus, no additional or new documents will be considered during the evaluation/assessment and deliberation process except for those determined by the HRMPSB that are needed for verification and validation of the initially submitted documents.
6. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Annex A), duly signed by the applicant and notarized by authorized officials. Any false and fraudulent document submitted shall be grounds for disqualification.
7. DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (Enclosure No. 3, 4 & 5) shall be the basis of evaluation and assessment of applicants.
8. Further, for the purpose of evaluating the submitted documents for Application of Education and Application of Learning and Development, particular attention is invited to Enclosure No. 3 of DepEd Memorandum DM-OUHROD-2025-0205 dated January 28, 2025, for reference and guidance
9. For a copy of Annex A, the complete list of requirements, and the specific duties and responsibilities for the positions, you may access the link at <https://bit.ly/RPMS-SDO-Val>
10. Applicants shall be notified of the recruitment activities through email/SMS. However, applicants are encouraged to regularly visit/check the SDO Valenzuela website at <https://depedvalenzuela.com> for updates and important announcements.
11. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507** or email us at **sdovalenzuela@deped.gov.ph**.
12. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Reference: as stated

To be indicated in the **Perpetual Index**

Under the following subjects:

Recruitment Appointment Promotion

MCO/Opening of School Principal Items and Administrative Assistant II Items

_____/March 9, 2026