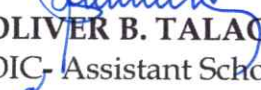




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Division Memorandum
No 109 s. 2022

To : Assistant Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
All Others Concerned
This Division

From :  **OLIVER B. TALAOC, Ed. D.**
OIC- Assistant Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF THE
POSITIONS SCHOOL PRINCIPAL II**

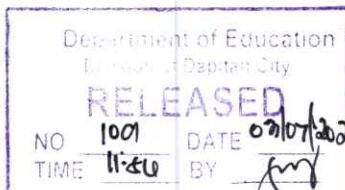
DATE : **MARCH 4, 2022**

1. Please be informed that the positions below is now open to all interested and qualified applicants with the following **CSC qualifications**:

Vacant Position	: SCHOOL PRINCIPAL II
Item Number	: OSEC-DECSB-SP2-571048-2010
Salary Grade	: 20
Education Requirements	: Bachelor's Degree in Secondary
Experience	: 1 year as Principal
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 40 hours relevant training

JOB DESCRIPTIONS:

1. Supervise and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Set up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc)



Address: Sunset Boulevard, Dawo, Dapitan City
Telephone No.: (65) 908-8242 **Fax No.:** (65) 908-8361
Website: www.depeddapitan.net **Email Address:** dapitancity@deped.gov.ph



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9. Requests and distributes instructional materials
 10. Initiates and complies teachers' professional documents in portfolios
 11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
 12. Inspects regularly Dily Lesson Logs (DLL).
 13. Monitors teachers upkeep of students records
 14. Provides EPA compliant accommodation to learners amidst shortages
 15. Prepares/consolidate reports
 16. Rates all school personnel performance and recommends promotion
 17. Creates committee to assess learning outcomes
 18. Establishes linkages with stakeholders
 19. Ensures compliance to existing laws, policies and orders of fund raising projects for the school
 20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
 21. Formulates intervention programs/innovations for learners development
 22. Organizes special classes for learners with special needs
 23. Meets parents regularly to confer/inform about school accomplishments
 24. Determine the strengths, weaknesses, opportunities and threats of the school
 25. Designs programs with stakeholders to address school needs
 26. Recognizes accomplishments of stakeholder's
 27. Mediates and ensures resolution of conflicts in school
 28. Formulates school policies with stakeholders
 29. Harnesses participation of alumni and other organization (NGO, LGUs, PPP)
 30. Promotes school discipline with stakeholders
 31. Leads the preparation of SIP/AIP and ensures participation of stakeholders.
2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **March 18, 2022**.
- a. Letter of intent (addressed to the Head of Office) kindly include the **position and its item number** with the corresponding division/office, you are applying for.
 - b. Fully accomplished Personal Data Sheet with recent passport sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at;



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- c. One copy (1) Authenticated Copy of eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for
 - d. relevant position/s). **Photocopy of eligibility shall not be entertained.**
 - e. Curriculum vitae
 - f. Duly authenticated copy of Transcript of Records
 - g. Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - h. Photocopy of Performance Ratings covering three (3) years performance in the last rating period/s prior to assessment, if applicable
 - i. Duly authenticated Certificates of recognition, seminars/trainings attended
 - j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled.
 - k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of late issuance of appointment.
 - a. **Applicants are expected to:**
 - Bring all original documents for verification purposes.
 - Submit one set of documents for every position he/she is applying for: and
 - Pending requirements on or before the deadline of applications.
3. Please be informed that the late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office.
 4. DepEd Order No. 66, s. 2007 is the tool used in evaluating documents of teaching, non-teaching and related-teaching positions while DepEd No. 42, s. 2007 is used for School Heads.
 5. For information and dissemination.



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