

## Republic of the Philippines

# Department of Education

## REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

#### Office of the Asst. Schools Division Superintendent

Division Memorandum No 2007 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 Con cerned

This Division

From

: ROSALIO B. CONTURNO, JR. Ph.D.

**OIC-**Schools Division Superintendent

Chair, PSB

**SUBJECT** 

: ANNOUNCEMENT FOR THE OPENING OF THE

POSITION MASTER TEACHER I (ELEM), HEAD TEACHER

III (ELEM), HEAD TEACHER II (ELEM) AND HEAD

**TEACHER I (ELEM)** 

DATE

: MAY 23, 2022

3. Please be informed that the positions below is now open to all interested applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation provided that they meet the minimum CSC Requirements:

**Vacant Position** : MASTER TEACHER I

Item Number : OSEC-DECSB-MTCHR1-571030-1998

Salary Grade : 18

**Education Requirements** : BSED or Bachelor's Degree plus 18 professional

> In professional unit in Education and 18 units for A Master's degree in Education or its equivalent

Experience : 3 years relevant experience Eligibility : PBET/LET/RA 1080 Teacher : 46 hours of relevant training **Training Requirements** 

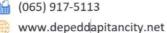
#### **JOB DESCRIPTION:**

Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation.















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## REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

**Vacant Position** 

: HEAD TEACHER III

**Item Number** 

: OSEC-DECSB-HTEACH3-570574-1998

Salary Grade

: 16

**Education Requirements** 

: Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education

units

Experience

: HT for 2 years or Teacher-In-Charge for 2 years

or Teacher for 5 years

Eligibility

: PBET/LET/RA 1080 Teacher

**Training Requirements** 

: 24 hours of relevant training

**Vacant Position** 

: HEAD TEACHER II

Item Number

: OSEC-DECSB-HTEACH2-570152-1998

Salary Grade

: 15

**Education Requirements** 

: Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education

units

Experience

: HT for 1 year or Teacher-In-Charge for 1 year or

Teacher for 4 years

Eligibility

: PBET/LET/RA 1080 Teacher : 24 hours of relevant training

**Training Requirements** 

Vacant Position : HEAD TEACHER I

Item Number

: OSEC-DECSB-HTEACH1-570008-2009

Salary Grade

**Education Requirements** 

: Bachelor's Degree in Elementary Education; or

Bachelor's Degree with 18 professional education

Experience

: Teacher-In-Charge for 1 year or Teacher for 3

years

Eligibility

: PBET/LET/RA 1080 Teacher

**Training Requirements** 

: 24 hours of relevant training

#### **JOB DESCRIPTION:**

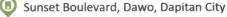
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school head in the planning of programs and activities.

Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.



















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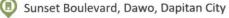
# Department of Education

### REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

- 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 JUNE 7, 2022.
  - k. Letter of intent (addressed to the Head of Office) kindly include the position and its number with the corresponding item division/office, you are applying for.
  - 1. Fully accomplished Personal Data Sheet with recent passport sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at;
  - m. One (1) photocopy of eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s).
  - n. Curriculum vitae
  - **o.** Photocopy of Transcript of Records
  - p. Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - q. Photocopy of Performance Ratings covering three (3) years performance in the last rating period/s prior to assessment, if applicable
  - r. Original Certificates of recognition, seminars/trainings attended
  - s. 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.
  - Verification (MOVs) t. Means of showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of late issuance of appointment.
    - b. Applicants are expected to:
      - Bring all original documents for verification purposes.
      - Submit one set of documents for every position he/she is applying for.
- 6. Please be informed that the late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office.
- 7. 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.
- 8. For information and dissemination.









www.depeddapitancity.net





