



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 221 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

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

OIC- Assistant Schools Division Superintendent

Chair, PSB

SUBJECT

: ANNOUNCEMENT FOR THE OPENING OF THE

POSITION OF SCHOOL PRINCIPAL II

DATE

: JUNE 7, 2022

1. 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

: SCHOOL PRINCIPAL II

Item Number

: OSEC-DECSB-SP2-570018-2018

Salary Grade

Education Requirements

: Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units professional education units + 6 units of management

Experience

: 1 year as Principal

Eligibility

: PBET/LET/RA 1080 Teacher

Training Requirements

: 40 hours relevant training

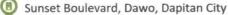
JOB DESCRIPTIONS:

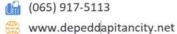


- 1. Supervise and directs all school teaching and non-teawching personnel
- 2. Manages instructional system
- 3. Set up goals and objectives
- 4. Leads and implements educational programs
- Organizes and conducts INSETs

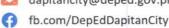
















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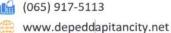
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- 6. Promotes and coordinates services for the holistic development of school personnel and pupils
- 7. Directs, coordinates and manages school funds according to prioritized needs
- 8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc)
- 9. Requests and distributes instructional materials
- 10. Initiates and complies teachrs' professional documents in portfolios
- 11. Practices equitable districution of teaching loads and observes teacher-learner ratio
- 12. Inspects regularly Daily Lesson Logs (DLL)
- 13. Monitors teachers upkeep of student 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. Establish linkages with stakeholders
- 19. Ensure 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
- intervention programs/innovations 21. Formulates learners development
- 22. Organizes special classes for learners with special needs
- regularly confer, inform about school 23. Meets parents to accomplishments
- 24. Determine the strengths, weaknesses, opportunities and threats of the
- 25. Designs program with stakeholders to address school needs
- 26. Recognizes accomplishments of stakeholders
- 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
- 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 21, 2022.

















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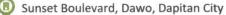
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- a. Letter of intent (addressed to the Head of Office) kindly include the position and its item number with the corresponding division/office, you are applying for.
- b. Fully accomplished Personal Data Sheet with recent passport sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at:
- c. 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).
- d. Curriculum vitae
- e. Photocopy of Transcript of Records
- f. Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- g. Photocopy of Performance Ratings covering three (3) years performance in the last rating period/s prior to assessment, if applicable
- h. Original Certificates of recognition, seminars/trainings attended
- i. 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.
- i. Means of Verification (MOVs) showing 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.
- 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.









(065) 917-5113







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