



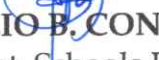
Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the OIC-Assistant Schools Division Superintendent**

Division Memorandum

No. 320 s. 2022

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

From :  **ROSALIO B. CONTURNO, JR. Ph.D.**  
OIC-Asst. Schools Division Superintendent  
Chair, PSB *on*

SUBJECT : **ANNOUNCEMENT FOR THE EXTENSION OF THE OPENING FOR THE POSITION OF PRINCIPAL I (SECONDARY)**

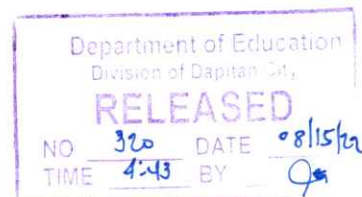
DATE : **AUGUST 15, 2022**

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**:

<b>Vacant Position</b>	: <b>PRINCIPAL I</b>
<b>Item Number</b>	: <b>OSEC-DECSB-SP1-570949-2010</b>
<b>Salary Grade</b>	: <b>19</b>
<b>Education Requirements</b>	: <b>Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units</b>
<b>Experience</b>	: <b>Head Teacher for 1 year; or Teacher-In-Charge for 2 Years or Master Teacher for 2 years or Teacher for 5 years</b>
<b>Eligibility</b>	: <b>PBET/LET/RA 1080 Teacher</b>
<b>Training Requirements</b>	: <b>40 hours relevant training</b>
<b>Preference</b>	: <b>NEAP PASSER</b>

**JOB DESCRIPTION:**

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





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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.)
  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 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
  21. Formulates intervention programs/innovations for learner 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 program with stakeholders to address school needs
  26. Recognizes accomplishments of stakeholders
  27. Mediates and ensure 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 unit, 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 **AUGUST 31, 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 (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 periods/s prior to assessment, if applicable
- h. 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.
- j. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of issuance of appointment,

3. Applicants are expected to :

- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.
5. DepEd Order No. 66, s. 2007 is the tool used in evaluating documents for teaching, non-teaching and related teaching positions while DepEd No. 42, s. 2007 is used for School Heads.
6. For information and dissemination.

