



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

Office of the OIC-Asst. Schools Division Superintendent

Division Memorandum
 No. 472 s. 2022

To : 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

SUBJECT : **ANNOUNCEMENT OF THE OPENING FOR THE POSITION OF PRINCIPAL I (ELEMENTARY AND SECONDARY) AND ASST. SCHOOL PRINCIPAL II (SHS)**

DATE : **NOVEMBER 15, 2022**

- 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	: PRINCIPAL I (Secondary)
Item Number	: OSEC-DECSB-SP1-570967-2010 OSEC-DECSB-SP1-570962-2010 OSEC-DECSB-SP1-57069-2010
Salary Grade	: 19
Education Requirements	: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units
Experience	: Head Teacher for 1 year; or Teacher-In-Charge for 2 Years or Master Teacher for 2 years or Teacher for 5 years
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 40 hours relevant training
Preference	: NEAP PASSER





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Vacant Position	: PRINCIPAL I (Elementary)
Item Number	: OSEC-DECSB-SP1-570001-2014 OSEC-DECSB-SP1-570222-2010 OSEC-DECSB-SP1-570319-2010 OSEC-DECSB-SP1-570320-2010 OSEC-DECSB-SP1-570321-2010 OSEC-DECSB-SP1-570322-2010 OSEC-DECSB-SP1-570405-2010
Salary Grade	: 19
Education Requirements	: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units
Experience	: Head Teacher for 1 year; or Teacher-In-Charge for 2 Years or Master Teacher for 2 years or Teacher for 5 years
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 40 hours relevant training
Preference	: NEAP PASSER

JOB DESCRIPTION:

To provide leadership, direction and co-ordination within the school. The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.

Vacant Position	: ASSISTANT PRINCIPAL II (SHS)
Item Number	: OSEC-DECSB-ASP-570012-2016 OSEC-DECSB-ASP-570013-2016 OSEC-DECSB-ASP-570014-2016
Salary Grade	: 19
Education Requirements	: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units
Experience	: 2 years of relevant experience
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 8 hours of relevant training
Preference	: NEAP PASSER

JOB DESCRIPTION:

To assist the Principal in the administration of Senior High School programs so as to achieve the best possible opportunities for student growth and development, both educationally and personally.





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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 **NOVEMBER 28, 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;
 - 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.

