



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



Office of the Schools Division Superintendent

September 27, 2024

DIVISION MEMORANDUM

NO. 507 s. 2024

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR SCHOOL PRINCIPAL IV, SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL I, EDUCATION PROGRAM SUPERVISOR, ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE IV (Driver II)

To: OIC-Asst. 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

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 IV (elem)**
 Item Number : OSEC-DECSB-SP4-570015-2024
 Salary Grade : 22
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 3 years as Principal
 Training Requirements : 40 hours of relevant training

JOB DESCRIPTION:

1. The role of the Principal is to provide leadership, direction and coordination 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 : **SCHOOL PRINCIPAL II (elem)**
 Item Number : OSEC-DECSB-SP2-570015-2022
 Salary Grade : 20
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 1 year as Principal
 Training Requirements : 40 hours of relevant training

JOB DESCRIPTION:

1. The role of the Principal is to provide leadership, direction and coordination 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.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

Vacant Position	: SCHOOL PRINCIPAL I (elem)
Item Number	: OSEC-DECSB-SP1-570269-2010
Salary Grade	: 20
Education Requirements	: BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
Eligibility	: PBET/LET/RA 1080 Teacher
Experience	: HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Training Requirements	: 40 hours of relevant training

JOB DESCRIPTION:

1. The role of the Principal is to provide leadership, direction and coordination 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	: EDUCATION PROGRAM SUPERVISOR
Item Number	: OSEC-DECSB-EPSVR-570052-2010
Salary Grade	: 22
Education Requirements	: Master's degree in education or other relevant degree; Master's degree with specific area of specialization
Eligibility	: PBET/LET/RA 1080 Teacher
Experience	: At least 2 years as Principal or Head Teacher or Master Teacher
Training Requirements	: 8 hours training in management & supervision

JOB DESCRIPTION:

1. To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.

2. To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. (when part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.)

Vacant Position	: ADMINISTRATIVE ASSISTANT II
Item Number	: OSEC-DECSB-ADAS2-570001-2016
Salary Grade	: 8
Education Requirements	: Completion of 2 years studies in college
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Experience	: 1 year of relevant experience
Training Requirements	: 4 hours relevant training

JOB DESCRIPTION:

To provide administrative and clerical support to his/her supervisor. May be designated to assist either the Principal/School Head or any of the Assistant Principals. May also be designated as property custodian or to the canteen services of the school, as deemed necessary and reports to the Assistant Principal for Operations and Learner Support and/or principal/School Head.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

Vacant Position	: ADMINISTRATIVE AIDE IV (Driver II)
Item Number	: OSEC-DECSB-ADA4-570065-2004
Salary Grade	: 4
Education Requirements	: Elementary School Graduate
Eligibility	: Professional Driver's License
Experience	: None Required
Training Requirements	: None Required

JOB DESCRIPTION:

1. Provide transport service to the Schools Division Superintendent and deliver prompt and quality support service to the OSDS by assisting in the implementation of administrative systems, procedures and projects in order for the Director to perform his/her duties efficiently.

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 **OCTOBER 11, 2024, 5:00 PM.**

- Letter of intent (addressed to the Schools Division Superintendent)
- Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- Photocopy of valid and updated PRC License/ID, if applicable
- Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- Photocopy of Certificate/s of Training, if applicable
- Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- Photocopy of latest appointment, if applicable
- Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements>)
- Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment.

Photocopy of Performance Rating obtained from the relevant work experience if performance rating in item (i) is not relevant to the position to be filled.

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. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com, in a PDF file using this sample format: **DELACRUZ, JUAN_AOII.**



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007, s, 2023 for non-teaching and related-teaching** positions.

6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.

AURELIO A. SANTISAS, CESE
OIC – Assistant Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity

