



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



Office of the Schools Division Superintendent

October 15, 2024

DIVISION MEMORANDUM

NO. 93 s. 2024

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR SCHOOL PRINCIPAL IV, SCHOOL PRINCIPAL III, SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL I, HEAD TEACHER II (JHS & ELEM), HEAD TEACHER V (elem), HEAD TEACHER VI (elem), HEAD TEACHER III (elem), HEAD TEACHER IV (elem) & ADMINISTRATIVE OFFICER 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 III (elem)**
 Item Number : OSEC-DECSB-SP3-570014-2019
 Salary Grade : 21
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 2 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



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





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

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-SP2-570018-2017
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.

Vacant Position : **SCHOOL PRINCIPAL I (elem)**
Item Number : OSEC-DECSB-SP1-570321-2010
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 : **HEAD TEACHER II (JHS)**
Item Number : OSEC-DECSB-HTEACH2-570042-2022
OSEC-DECSB-HTEACH2-570043-2022
Salary Grade : 15
Education Requirements : BSED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 1 year; or Teacher for 4 years
Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER V (elem)**
Item Number : OSEC-DECSB-HTEACH5-570008-2022
OSEC-DECSB-HTEACH5-570014-2020
Salary Grade : 18
Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 4 years; or Master Teacher for 3 years
Training Requirements : 24 hours training in management & supervision



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





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

Vacant Position : **HEAD TEACHER VI (elem)**
 Item Number : OSEC-DECSB-HTEACH6-570009-2024
 OSEC-DECSB-HTEACH6-570008-2024
 Salary Grade : 19
 Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : Head Teacher for 5 years; or Master Teacher for 4 years
 Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER III (elem)**
 Item Number : OSEC-DECSB-HTEACH3-570014-2018
 OSEC-DECSB-HTEACH3-570567-1998
 Salary Grade : 16
 Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years
 Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER II (elem)**
 Item Number : OSEC-DECSB-HTEACH2-570152-1998
 OSEC-DECSB-HTEACH2-570151-1998
 Salary Grade : 15
 Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : Head Teacher for 2 years; or TIC for 1 year; or Teacher for 4 years
 Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER IV (elem)**
 Item Number : OSEC-DECSB-HTEACH4-570003-2017
 Salary Grade : 17
 Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : Head Teacher for 3 years; Master Teacher for 2 years
 Training Requirements : 24 hours training in management & supervision

JOB DESCRIPTION:

1. Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

Vacant Position : **ADMINISTRATIVE OFFICER II**
 Item Number : OSEC-DECSB-ADOF2-570166-2020
 Salary Grade : 11
 Education Requirements : Bachelor's degree relevant to the job
 Eligibility : Career Service professional (Second Level Eligibility)
 Experience : None Required
 Training Requirements : None Required

JOB DESCRIPTION:



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





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

1. This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

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 28, 2024, 5:00 PM.**

- a. Letter of intent (addressed to the Schools Division Superintendent)
- b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. 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
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- j. 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>)
- k. 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.**

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

www.depeddapitan365.gov.ph

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity

