



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 21, s. 2021

**ANNOUNCING THE VACANCIES FOR SCHOOL PRINCIPAL II
SCHOOL PRINCIPAL I, HEAD TEACHER III, HEAD TEACHER II AND
HEAD TEACHER I POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This is to inform all interested and qualified applicants of the following vacant positions:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
School Principal II (SG-20) Junior HS	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of management (Principal Passer)	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II (SG-20) Elementary	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management (Principal Passer)	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

Secondary School Principal I (SG-19) Junior HS	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units (Principal Passer)	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher III (SG-16) Elementary	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 yrs	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II (SG-15) Elementary	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 yrs	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher I (SG-14) Elementary	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for 1 year; or Teacher for 3 yrs	24 hours of relevant training	RA 1080 (Teacher)

2. All interested and qualified applicants are requested to **submit written applications indicating the position they are applying for** supported by certified copies of the following papers to the **Office of the Schools Division Superintendent**, in one (1) folder on or before February 26, 2021 (additional documents after the said period shall no longer be entertained):

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017);
- b) Three (3) recent approved Performance Rating (SY 2017-2018, 2018-2019 and 2019-2020);
- c) Service Record duly signed by the Administrative Officer V
- d) Designation as Teacher-In-Charge
- e) Certificate of eligibility/rating/license;
- f) Outstanding/meritorious accomplishments
 - Awards - the certificate/medal/plaque



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- Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)
- Research and Development Project - must be approved by the Schools Division Superintendent
- Publication/Authorship - with analysis and must be educational
- Consultancy/Resource Speaker - must be supported by any of the ff: memorandum, invitation letter, authority to travel, etc.

- g) Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- h) Certificate of trainings/seminars/scholarship grant attended; and
- i) Other pertinent documents with table of contents and proper tabbings.

DepEd Order No. 42, s. 2007 shall be the basis for evaluation of these papers.

3. For information and guidance.

Signature
SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent ✓
 2/5/2021

SPP/FCL-NLR/AdS/CEB/jcadiente
 February 3, 2021



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