



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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NOV 03 2020

DIVISION MEMORANDUM

No. 082 s. 2020

**COMPARATIVE ASSESSMENT FOR VACANT
TEACHING RELATED AND NON-TEACHING POSITIONS**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Unit/Section Heads
Public Schools
All Concerned

The field is hereby informed of the following vacant teaching- related and non-teaching items, this Division, as follows:

- a. Public Schools District Supervisor, SG 22, 3 items (CID)
- b. School Principal IV, SG 22, 4 items (2 ELEM; 2 JHS)
- c. School Principal II, SG 20, 3 items (2 ELEM; 1 JHS)
- d. School Principal I, SG 19, 3 items (2 ELEM; 1 JHS)
- e. Administrative Officer II, SG 11, 17 items (all ELEM Schools)

(Please see attached Qualification Standards)

APPLICATION PROCEDURE:

1. Register and apply for a position at <https://tinyurl.com/depedmar-vacancyNT2020> and upload the following pertinent documents in pdf file, until **November 13, 2020**:

- a. Letter of Intent addressed to the undersigned
- b. Duly accomplished Personal Data Sheet (CSC Form 212)
- c. Scanned copy of the following:
 - c.1 one (1) government-issued ID
 - c.2 Certificate of Eligibility
 - c.3 Transcript/s of Record
 - c.4 Performance ratings for the last 3 rating periods
 - c.5 Certificates of relevant trainings and seminars attended
 - c.6 Certificates of outstanding accomplishments
 - c.6.1 Outstanding Employee Award
 - c.6.2 Innovations
 - c.6.3 Research and Development Projects
 - c.6.4 Publication and Authorship
 - c.6.5 Consultant/Resource Speaker in Trainings/Seminars

Immediate and wide dissemination of this Memorandum is strongly desired

SHERYLL T. GAYOLA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures:
Qualification Standards

POSITION	SALARY GRADE	QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Public Schools District Supervisor	22	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080
School Principal IV	22	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	3 years as principal	40 hours of relevant training	RA 1080
School Principal II	20	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as principal	40 hours of relevant training	RA 1080
School Principal I	19	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units	Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	40 hours of relevant training	RA 1080
Administrative Officer II	11	Bachelor's degree	no required experience	no required training	Career Service (Professional) Second Level Eligibility