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/depemmar-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.

SHERILL T. GAYOLA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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