DIVISION MEMORANDUM
No. ___ s. 2019

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:

- Education Program Supervisor, SG 22, 1 item (CID)
- Public Schools District Supervisor, SG 22, 1 item (CID)
- School Principal IV, SG 22, 1 item (JHS)
- School Principal II, SG 20, 4 items (3 ELEM; 1 JHS)
- School Principal I, SG 19, 4 items (2 ELEM; 2 JHS)
- Assistant School Principal II, SG 19, 2 items (SHS)
- Planning Officer III, SG 18, 1 item (SGOD)
- Administrative Assistant II, SG 8, 1 item (SHS)
- Administrative Assistant II (Disbursing Officer), SG 8
  (preferably with accounting background)
- Administrative Aide VI, SG 6, 1 item (SDO).

APPLICATION PROCEDURE:

1. Register and apply for a position at https://tinyurl.com/depedmar-vacancy2019

2. Interested applicants may address their letter of application together with pertinent documents (please see attached Qualification Standards) to the undersigned ATTN: The Human Resource Management Office.

- Letter of Intent
- Duly accomplished Personal Data Sheet (CSC Form 212)
- Photocopy of the following:
  - 1 one (1) government-issued ID
  - 2 Certificate of Eligibility
  - 3 Transcript/s of Record (if any)
  - 4 Performance ratings for the last 3 rating periods
  - 5 Certificates of relevant trainings and seminars attended
c.6 Certificates of outstanding accomplishments

c.7 Certificates of outstanding accomplishments

**Note:** Applicants for Education Program Supervisor (EPS) - preferentially with master’s degree in Araling Panlipunan/Social Science

3. Applicants are expected to bring all original documents for verification purposes on **November 25 & 27, 2019, SDO – Marikina City.**

**November 25, 2019** - Education Program Supervisor
- Public Schools District Supervisor
- School Principal IV
- School Principal II
- School Principal I
- Assistant School Principal II

8:30 am – 10:00 am

**November 27, 2019** - Planning Officer III
- Administrative Assistant II (SHS)
- Administrative Assistant II (Disbursing Officer)
- Administrative Aide VI

10:30 am – 12:00 nn

1:30 pm – 3:30 pm

*SHERYL T. GAYOLA*
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Grade</th>
<th>Salary</th>
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<tr>
<td>Administrative Grade IV</td>
<td>Bachelor's degree in Arts and Sciences</td>
<td>2 years in College</td>
<td>Comp. of two (2) yrs in College</td>
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<td>Administrative Assistant II</td>
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<td>Planning</td>
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<td>Public Schools Director</td>
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<tr>
<td>Superintendent</td>
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<td>2 yrs in College</td>
<td>Comp. of two (2) yrs in College</td>
<td>22</td>
<td>Admin</td>
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**Eligibility Requirements**

- "Administration Grade IV" requires Bachelor's degree in Arts and Sciences.
- "Administrative Assistant II" requires Bachelor's degree in Education or other.
- "Planning Officer III" requires Bachelor's degree in Education or other.
- "Assistant School Principal II" requires Bachelor's degree in Education or other.
- "School Principal I" requires Bachelor's degree in Education or other.
- "School Principal II" requires Bachelor's degree in Education or other.
- "School Principal IV" requires Bachelor's degree in Education or other.
- "Public Schools Director" requires Bachelor's degree in Education or other.
- "Education Program Director" requires Bachelor's degree in Education or other.
- "Education Program Assistant" requires Bachelor's degree in Education or other.
- "Superintendent" requires Bachelor's degree in Education or other.

**Grade Requirements**

- "Administration Grade IV" requires 9th grade.
- "Administrative Assistant II" requires 8th grade.
- "Planning Officer III" requires 8th grade.
- "Assistant School Principal II" requires 8th grade.
- "School Principal I" requires kindergarten.
- "School Principal II" requires kindergarten.
- "School Principal IV" requires kindergarten.
- "Public Schools Director" requires kindergarten.
- "Education Program Director" requires kindergarten.
- "Education Program Assistant" requires kindergarten.
- "Superintendent" requires kindergarten.

**Salary Requirements**

- "Administration Grade IV" requires Admin.
- "Administrative Assistant II" requires Admin.
- "Planning Officer III" requires Planning.
- "Assistant School Principal II" requires Admin.
- "School Principal I" requires Admin.
- "School Principal II" requires Admin.
- "School Principal IV" requires Admin.
- "Public Schools Director" requires Admin.
- "Education Program Director" requires Admin.
- "Education Program Assistant" requires Admin.
- "Superintendent" requires Admin.