



February 5, 2018

DIVISION MEMORANDUM

No. 69, s. 2018

RANKING OF APPLICANTS / CANDIDATES FOR VACANT POSITION

TO: ASDS
 Chief, CID
 Chief, SGOD
 EPS, SEPS, EPS II
 Public Elementary and Secondary School Heads
 Administrative Officer V and Section Chiefs
 Teaching and Non-Teaching Personnel
 All Concerned

1. This Office announces the acceptance of application for Elem. School Principal I, Asst. Secondary School Principal I, Head Teacher III, Project Development Officer III, Administrative Officer II and Administrative Aide VI.

2. The qualification standards for the said positions are as follows:

Position Title	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Elem. School Principal I	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	40 hours relevant training	R.A. 1080 (Teachers Board) Must be a Principal's Test Passer
Asst. Secondary School Principal I	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	40 hours relevant training	R.A. 1080 (Teachers Board) Must be a Principal's Test Passer
Head Teacher I & III	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education with appropriate field of specialization	Teacher-In-Charge for 1 year, teacher for 3 years (HT-I) Head Teacher for 2 years or Teacher-In-Charge for 2 years; Teacher for 5 years	24 hours relevant training	R.A. 1080 (Teachers Board)
Project Development Officer II	Bachelor's Degree Relevant to the Job	1 year relevant experience	4 hours relevant training	Career Services (Professional) Second Level Eligibility
Administrative Officer II	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	None required	None required	Career Services (Professional) Second Level Eligibility
Administrative Aide VI	Completion of two years studies in College	None required	None required (Computer Literate)	Career Service (Subprofessional)

3. Those who are interested and qualified are advised to submit the following pertinent papers not later than February 20, 2018 5:00PM:

- a. Letter of intent (To be sent to dumaguete.city@deped.gov.ph)
- b. Curriculum Vitae
- c. Transcript of Records
- d. Performance rating for the last three (3) rating periods.
- e. Innovation / Research and Development Projects.
- f. Publication

4. The schedule for evaluation of documents and personal interview of applicants will be announced later.

6. Wide and immediate dissemination of this Memorandum is desired.

Jan
EVANGEL M. LUMINARIAS, Ph.D., CESO V
 Schools Division Superintendent