



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

August 12, 2020

**DIVISION MEMORANDUM**

No. 206, s. 2020

**RANKING OF APPLICANTS / CANDIDATES FOR VACANT POSITION**

To : Asst. Schools Division Superintendent  
 Chiefs of CID and SGOD  
 Education Program Supervisors/Specialists  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel

1. This Office announces the acceptance of application for Head Teacher I, Administrative Officer II, Nurse I, Teacher II and III positions.
2. This Office follows the Equal Employment Opportunity Policy, hence the qualification standards set for the said positions are as follows:

Position Title	Educational Requirement	Experience Requirement	Training Requirement	Competency	Eligibility
Head Teacher I	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education with appropriate field of specialization+ 18 units in management or supervision/administration	Teacher-In-Charge for 1 year, teacher III for 3 years	24 hours relevant training	Management and HR skills, Proficient in communication, Preferably computer literate (e.g. letter, reports, spread sheets and graphics presentation using Word Processing and Excel)	R.A. 1080 (Teachers Board)
Administrative Officer II	Bachelor's degree in Behavioral Science, Psychology, Management, Accounting, Business, Management and related courses	None required	8 hours relevant training, may include OJT	With proficient communication skills Preferably computer literate (e.g. letter, reports, spread sheets and graphics presentation using Word Processing and Excel)	Career Services (Professional) Second Level Eligibility
Nurse I	Bachelor of Science in Nursing	2 years relevant experience	40 hours relevant training	Possess community engagement skills, preferably basic computer literate (e.g. letter, reports, spread sheets and graphics presentation using Word Processing and Excel)	R.A. 1080 (Registered Nurse)
Teacher III (Elem/Sec.)	Bachelor in Elementary/Secondary Education or Bachelor's degree plus 18 units in Education	At least one (1) year as Teacher II or 3 years as Teacher I plus CAR or 20 years as Teacher I plus 20 relevant MA units	40 hours of relevant training	With proficient communication skills Preferably computer literate (e.g. letter, reports, spread sheets and graphics presentation using Word Processing and Excel)	R.A. 1080 (Teachers Board)
Teacher II (Elem/Sec.)	Bachelor in Elementary/Secondary Education or Bachelor's degree plus 18 units in Education	At least one (1) year as Teacher I plus 20 relevant MA units	40 hours of relevant training	With proficient communication skills Preferably computer literate (e.g. letter, reports, spread sheets and graphics presentation using Word Processing and Excel)	R.A. 1080 (Teachers Board)

3. Interested and qualified applicants are advised to submit the following pertinent papers not later than August 21, 2020 via [dumaguete.city@deped.gov.ph](mailto:dumaguete.city@deped.gov.ph)
  - a. Letter of intent



Address: Taclobo, Dumaguete City, Negros Oriental  
 Telephone Nos.: (035) 421-2262/(035) 225-0603/(035) 523-6689  
 Email Address: [dumaguete.city@deped.gov.ph](mailto:dumaguete.city@deped.gov.ph)

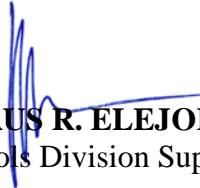


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- b. Curriculum Vitae (PDS/Form 212)
  - c. Transcript of Records
  - d. Performance rating for the last three (3) rating periods. (At least Very Satisfactory)
  - e. Innovation / Research and Development Projects.
  - f. Publication
4. The schedule for evaluation of documents and online personal interview of applicants is set on September 2-4, 2020.
5. Wide and immediate dissemination of this Memorandum is desired.

  
**GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V**  
Schools Division Superintendent

