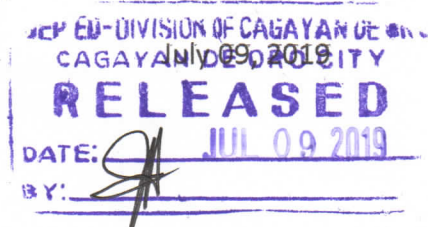


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO**  
Fr. William Masterson Road  
Upper Balulang, Cagayan de Oro City



**DIVISION MEMORANDUM**

No. 520, s. 2019



**ANNOUNCEMENT AND POSTING OF VACANCIES FOR CHIEF EDUCATION SUPERVISOR,  
PUBLIC SCHOOLS DISTRICT SUPERVISOR, PRINCIPAL III, PRINCIPAL II, PRINCIPAL I, AND  
HEAD TEACHER III**

TO : Assistant Schools Division Superintendent  
Human Resource Merit Promotion and Selection Board (HRMPSB)  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
All Other Concerned  
This Division



1. The field is hereby informed of the schedules for the Division Ranking for Chief Education Supervisor, Public Schools District Supervisor, School Principal III (Secondary), School Principal II (Elementary), School Principal I (Secondary) and Head Teacher III (Elementary).
2. The following are the positions with corresponding number of vacancies, position title, salary grade and minimum qualification standard.

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
<b>Chief Education Supervisor</b>	CES-660058-2014	24	Master's degree or Certificate in Leadership and Management from CSC; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; 4 years of supervisory/management experience; RA 1080 (Teacher)	July 23, 2019, 9:00 AM at the ASDS Office

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
<b>Public Schools District Supervisor</b>	PSDS-660083-2014 PSDS-660128-1998	22	Master's degree in Education or other relevant Master's degree; 16 hours of relevant training; 5 years cumulative experience in instructional supervision and school management; RA 1080 (Teacher)	July 23, 2019, 9:00 AM at the ASDS Office
<b>School Principal III (Secondary)</b>	SP3-660001-2012	21	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units plus 6 units of management; 40 hours of relevant training; 2 years as principal; RA 1080 (Teacher)	
<b>School Principal II (Elementary)</b>	SP2-660299-2010	20	Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 professional education units plus 6 units of management; 40 hours of relevant training; 1 year as Principal; RA 1080 (Teacher)	
<b>School Principal I (Secondary)</b>	SP1-660023-2014 SP1-660611-2010	19	BSED or Bachelor's degree w/ 18 professional education units; 40 hours of relevant training; HT for 1 year or Teacher -in-charge for 2 years; or MT for 2 years; or Teacher for 5 years; RA 1080 (LET)	
<b>Head Teacher III (Elementary)</b>	HTEACH3-660480-1998	16	BEED or Bachelor's degree w/ 18 professional education units; 24 hours of relevant training; HT for 2 years; or Teacher-in-charge for 2 years; or Teacher for 5 years; RA 1080 (LET)	

3. Deadline for the submission of documents stamped received by the Division Office shall be on **July 17, 2019** and **NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE.**

4. Documents submitted must be **ARRANGED** and **EARMARKED** as follows:
  - A. Application letter specifying the position being applied;
  - B. Certified true copy of the CSC Rating;
  - C. Latest appointment;
  - D. Performance rating for the last 3 years;
  - E. Updated Service Record / Certificate of Employment
  - F. Outstanding Accomplishment Certificates;
  - G. Transcript of Records; and
  - H. Training Certificates (Specialized trainings and chairmanship/co-chairmanship in Planning/Technical committee)
  
5. **DepEd Order No. 66, s. 2007** (Chief Education Supervisor/Public Schools District Supervisor) and **DepEd Order No. 39, s. 2007 & DepEd Order No. 42, s. 2007** (School Heads) will be used as basis for document evaluation and interview.
  
6. Please bring **ORIGINAL COPY** of pertinent documents on the scheduled date of evaluation.
  
7. This Office promotes the Equal Employment Opportunity Principle (EEO). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
  
8. Widest dissemination of this Memorandum is enjoined.

  
**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent 

kbm/records

**Competence. Dedication. Optimism**