

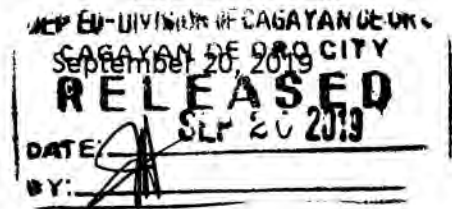


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



DIVISION MEMORANDUM

No. 740, s. 2019



**ANNOUNCEMENT AND POSTING OF VACANCIES FOR EDUCATION PROGRAM SUPERVISOR,
PRINCIPAL II, SENIOR EDUCATION PROGRAM SPECIALIST, PRINCIPAL I, EDUCATION
PROGRAM SPECIALIST II, HEAD TEACHER III AND HEAD TEACHER II**

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 schedule for the Division Ranking for Education Program Supervisor, Principal II, Senior Education Program Specialist, Principal I, Education Program Specialist II, Head Teacher III, and Head Teacher II.
2. The following are the positions with corresponding number of vacancies, salary grade and minimum qualification standard.

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
Education Program Supervisor	EPSVR-660081-2010 EPSVR-660074-2010 EPSVR-660079-2010	22	Master's degree in Education or other relevant specialization; 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher; 8 hours of relevant training; RA 1080 (Teacher)	October 07, 2019 8:00 AM at the ASDS Office
School Principal II (SHS)	SP2-660272-2016	20	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional Education units; 1 year as Principal; 40 hours of relevant training; RA 1080 (Teacher)	
School Principal II (JHS)	SP2-660304-2010	20	BSED or Bachelor's degree w/ 18 professional education units; 1 year as Principal; 40 hours of relevant training; RA 1080 (LET)	

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
School Principal II (ELEM)	SP2-660298-2010 SP2-660300-2010	20	Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 professional Education units; 1 year as Principal; 40 hours of relevant training; RA 1080 (Teacher)	October 07, 2019 8:00 AM at the ASDS Office
Senior Education Program Specialist	SREPS-660085-2014 SREPS-660084-2014	19	Bachelor's degree in education or its equivalent and completion of academic requirements for Master's degree relevant to the job; 2 years experience in Education research, development, implementation or other relevant experience; 8 hours of relevant training; Career Service (Professional) Second Level Eligibility	
School Principal I (JHS)	SP1-660614-2010	19	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional Education units; Head Teacher for 1 year or Teacher in-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years; 40 hours of relevant training; RA 1080 (Teacher)	
Education Program Specialist II	EPS2-660099-2014	16	Bachelor's degree in Education or its equivalent; 4 hours of relevant training; 1 year of relevant experience; Career Service (professional) Second Level eligibility	
Head Teacher III (ELEM)	HTEACH3-660483-1998	16	BEED or Bachelor's degree w/ 18 professional education units; HT for 2 years; or Teacher-in-charge for 2 years; or Teacher for 5 years; 24 hours of relevant training; RA 1080 (LET)	
Head Teacher II (ELEM)	HTEACH2-660145-1998	12	Bachelor's degree in Elementary Education, or Bachelor's degree w/ 18 professional Education units; Head Teacher for 1 year; or Teacher in-Charge for 1 year; or Teacher for 4 years; 24 hours of relevant training; RA 1080 (Teacher)	

3. Deadline for the submission of documents stamped received by the Division Office shall be on **September 27, 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** (Education Program Supervisor and Education Program Specialist) and **DepEd Order No. 39, s. 2007 & DepEd Order No. 42, s. 2007** (School Heads) will be used as bases 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 (EEOP). 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

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