



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

July 12, 2022

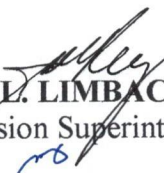

DIVISION MEMORANDUM

No. 280 s. 2022

ANNOUNCEMENT AND POSTING OF VACANCIES

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 vacancies of **Level II** position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of **August 03, 2022** "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. **DepEd Order No. 42, s. 2007** (PI, PII, PIII, PIV, HT I and HT III) and **DepEd Order No. 66, s. 2007** (AO II, NU II and EPS II) will be used as basis for document evaluation and interview.
4. 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.
5. Final Evaluation and Interview of the applicants with the HRMPSB will be announced in a separate memorandum.
6. Please be guided accordingly.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent 



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office

POSITION PROFILE	
Position: Administrative Officer II	Salary Grade: 11 Monthly Salary: 25,439.00
Item No: OSEC-DECSB-ADOF2-660063-2016 OSEC-DECSB-ADOF2-660012-2020 OSEC-DECSB-ADOF2-660014-2020 OSEC-DECSB-ADOF2-660010-2020	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Experience	None required
Trainings	None required
Eligibility	Career Service Professional (Second Level Eligibility)
B. Preferred Qualifications	
Education	
Experience	
Trainings	
Eligibility	

APPLICATION PROCEDURE

- Submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the Receiving Section of DepED Cagayan de Oro City on or before 5:00 pm of **AUGUST 03, 2022**. Kindly include the position with the corresponding office/unit you are applying for.
 - Letter of Intent (addressed to **DR. CHERRY MAE L. LIMBACO-REYES**, Schools Division Superintendent)
 - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.
You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>
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 - Photocopy of Certificate of outstanding accomplishments:
 - Outstanding Employee Award
 - Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - Research and Development Projects
 - Publication/Authorship (certification and article)
 - Consultant Resource Speaker in Trainings and Seminars
 - Photocopy Authenticated Copy of Transcript of Records.
 - Photocopy of Certificate of relevant trainings and seminars attended.
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
 - Refer to **DepEd Order No. 66, S. 2007** entitled "**The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions**".
 - Bring all original documents for verification purposes
 - NO additional documents shall be submitted after deadline of submission.
- Shortlist of Qualified Applicants shall be posted on **August 08, 2022**.
- Schedule for Examination and Interview will be announced in a separate memorandum.



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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: HEAD TEACHER I (ELEMENTARY)	Salary Grade:14 Monthly Salary: 32,321.00
Item No: OSEC-DECSB-HTEACH1-660027-2016 OSEC-DECSB-HTEACH1-660023-2002	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree w/ 18 Prof units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BEE graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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- F. Photocopy of Certificate of outstanding accomplishments:
 - f.a.) Outstanding Employee Award
 - f.b.) Innovations (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)
 - f.c.) Research and Development Projects
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- G. Photocopy Authenticated Copy of Transcript of Records.
- H. Photocopy of Certificate of relevant trainings and seminars attended.
- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

- Refer to **DepEd Order No. 42, S. 2007** entitled "**The Revised Guidelines on Selection, Promotion and Designation of School Heads**".
- Bring all original documents for verification purposes
- NO additional documents shall be submitted after deadline of submission.

3. Shortlist of Qualified Applicants shall be posted on **AUGUST 08, 2022**.

4. Schedule for Examination and Interview will be announced in a separate memorandum.



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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: HEAD TEACHER I (SECONDARY)	Salary Grade:14 Monthly Salary: 32,321.00
Item No: OSEC-DECSB-HTEACH1-660032-2016	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or Bachelor's degree w/ 18 Prof units in Education
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BSE graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

APPLICATION PROCEDURE

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DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: HEAD TEACHER III (ELEMENTARY)	Salary Grade:16 Monthly Salary: 38,150.00
Item No: OSEC-DECSB-HTEACH3-660485-1998 OSEC-DECSB-HTEACH3-660487-1998 OSEC-DECSB-HTEACH3-660479-1998 OSEC-DECSB-HTEACH3-660488-1998	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations..	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree w/ 18 Prof units in Education
Experience	HT or TIC or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	24 hours of relevant training
B. Preferred Qualifications	
Education	BEE graduate with post graduate units CAR (Complete Academic Requirements)
Experience	Area Coordinator/Chairman with 5 years relevant experience
Eligibility	LET/PBET Passer
Trainings	Related trainings

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office

POSITION PROFILE	
Position: Nurse II	Salary Grade:16 Monthly Salary: 38,150.00
Item No: OSEC-DECSB-NURS2-660078-2021 OSEC-DECSB-NURS2-660096-2021	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor of Science in Nursing
Experience	1 year relevant experience
Eligibility	RA 1080(Nurse)
Trainings	4 hours relevant training
B. Preferred Qualifications	
Education	
Experience	
Eligibility	
Trainings	

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July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office- SGOĐ

POSITION PROFILE	
Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade:16 Monthly Salary: 38,150.00
Item No: OSEC-DECSB-EPS2-660098-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
<ul style="list-style-type: none">To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education.To assist districts and schools/learning centers in the implementation of an M&E system monitor their progress.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree or its equivalent
Experience	2 years experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 Career Service (Professional) PD 907, Appropriate Eligibility for Second Level Position
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Bachelor's Degree in Education or its equivalent
Experience	2 years of experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 (LET or its equivalent); Career Service (Professional)
Trainings	24 hours relevant training

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office- SGO

POSITION PROFILE

Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade:16 Monthly Salary: 38,150.00
Item No: OSEC-DECSB-EPS2-660097-2014	Benefits: Refer to the Summary of Compensation and other Benefits

JOB DESCRIPTION

- To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

QUALIFICATIONS

A. CSC Prescribed Qualifications

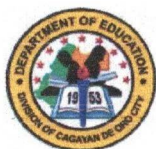
Education	Bachelor's Degree or its equivalent
Experience	2 years experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 Career Service (Professional) PD 907, Appropriate Eligibility for Second Level Position
Trainings	4 hours of relevant training

B. Preferred Qualifications

Education	Bachelor's Degree in Education or its equivalent
Experience	2 years of experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 (LET or its equivalent); Career Service (Professional)
Trainings	24 hours relevant training

APPLICATION PROCEDURE

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office- SGOD

POSITION PROFILE	
Position: EDUCATION PROGRAM SPECIALIST II	Salary Grade:16 Monthly Salary: 38,150.00
Item No: OSEC-DECSB-EPS2-660099-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree or its equivalent
Experience	2 years experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 Career Service (Professional) PD 907, Appropriate Eligibility for Second Level Position
Trainings	4 hours of relevant training
B. Preferred Qualifications	
Education	Bachelor's Degree in Education or its equivalent
Experience	2 years of experience in education, research, development, implementation or other relevant experience
Eligibility	RA 1080 (LET or its equivalent); Career Service (Professional)
Trainings	24 hours relevant training

APPLICATION PROCEDURE

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office

POSITION PROFILE	
Position: School Principal I (ELEMENTARY)	Salary Grade:19 Monthly Salary: 49,835.00
Item No: OSEC-DECSB-SP1-660575-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree with 18 professional education units
Experience	HT for 1 year; or TIC or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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2. Applicants are expected to:

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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan De Oro

POSITION PROFILE	
Position: School Principal I (SECONDARY)	Salary Grade:19 Monthly Salary: 49,835.00
Item No: OSEC-DECSB-SP1-660611-2010 ; OSEC-DECSB-SP1-660031-2014 ; OSEC-DECSB-SP1-660030-2014 OSEC-DECSB-SP1-660614-2010 ; OSEC-DECSB-SP1-660612-2010 OSEC-DECSB-SP1-660616-2010 ; OSEC-DECSB-SP1-660029-2014	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or Bachelor's degree with 18 professional education units
Experience	HT for 1 year; or TIC or MT for 2 years; or Teacher for 5 years
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	MA Graduate with at least 18 units Leadership and Management Subject
Experience	At least years 5 years of teaching experience (inclusive of 2 years as Teacher-In-Charge or Officer-In-Charge)
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management/SBM Trainings

APPLICATION PROCEDURE

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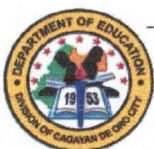
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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: School Principal II (ELEMENTARY)	Salary Grade:20 Monthly Salary: 55,799.00
Item No: OSEC-DECSB-SP2-660295-2010 OSEC-DECSB-SP2-660298-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Pursue the shared mission, vision, and set goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree with 18 professional education units + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

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 - Photocopy of Certificate of outstanding accomplishments:
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 - Research and Development Projects
 - Publication/Authorship (certification and article)
 - Consultant Resource Speaker in Trainings and Seminars
 - Photocopy Authenticated Copy of Transcript of Records.
 - Photocopy of Certificate of relevant trainings and seminars attended.
 - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
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DIVISION OF CAGAYAN DE ORO CITY

July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: School Principal II (SECONDARY)	Salary Grade: 20 Monthly Salary: 55,799.00
Item No: OSEC-DECSB-SP2-660303-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or Bachelor's degree with 18 professional education units + 6 units of Management
Experience	1 year as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 18 units on Leadership and Management in doctoral degree
Experience	At least 1 year as Principal I
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

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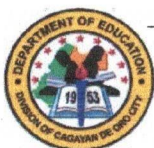
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- I. Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted

2. Applicants are expected to:

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DIVISION OF CAGAYAN DE ORO CITY

July 12, 2022

VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: School Principal III (ELEM)	Salary Grade:21 Monthly Salary: 62,499.00
Item No: OSEC-DECSB-SP3-660279-2010 OSEC-DECSB-SP3-660277-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BEED or Bachelor's degree with 18 professional education units + 6 units of Management
Experience	2 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	With 36 Leadership and Management units in doctoral degree
Experience	2 years as Principal or 1 year as Principal II
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Leadership, Management Training

APPLICATION PROCEDURE

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VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: School Principal III (Secondary)	Salary Grade:21 Monthly Salary: 62,499.00
Item No: OSEC-DECSB-SP3-660001-2012	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	BSED or Bachelor's degree with 18 professional education units + 6 units of Management
Experience	2 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
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Experience	2 years as Principal or 1 year as Principal II
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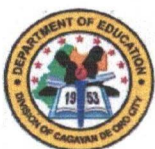
VACANCY ANNOUNCEMENT

DIVISION:	DepED Cagayan de Oro City
DIVISION/UNIT:	Division Office of Cagayan de Oro

POSITION PROFILE	
Position: School Principal IV (ELEM)	Salary Grade:22 Monthly Salary: 69,963.00
Item No: OSEC-DECSB-SP4-660284-2010	Benefits: Refer to the Summary of Compensation and other Benefits
JOB DESCRIPTION	
Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes	
QUALIFICATIONS	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	3 years as Principal
Eligibility	R.A.1080 (Teacher)
Trainings	40 hours of relevant training
B. Preferred Qualifications	
Education	At least completed academic requirement in doctoral
Experience	2 years as Principal II or 1 year as Principal III
Eligibility	LET, PBET, NQESH
Trainings	NEAP, Management Training

APPLICATION PROCEDURE

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