



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

23 NOV 2021

DIVISION MEMORANDUM
No. 906, s. 2022

ANNOUNCING THE VACANCIES FOR SCHOOL PRINCIPAL I
HEAD TEACHER III, HEAD TEACHER II AND HEAD TEACHER I POSITIONS
IN THE DIVISION OF NEGROS ORIENTAL

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This is to inform all interested and qualified applicants of the following vacant positions:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
School Principal I (SG-19) Elementary/ Junior HS)	Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree with 18 professional education units (Principal Passer)	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher III (SG-16 Elem)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 yrs	24 hours of relevant training	RA 1080 (Teacher)



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

Head Teacher II (SG-1 Elem)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 yrs	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher I (SG-1 Elem)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for 1 year; or Teacher for 3 yrs	24 hours of relevant training	RA 1080 (Teacher)

2. This Office fully implements the Equal Employment Opportunity Principle (EEO) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.


3. All interested applicants should signify their interest in their application letter together with complete documentary requirements, arranged and properly labeled, in one (1) WHITE folder on or before **December 9, 2022** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- a.) Letter of Intent;
- b.) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c.) Photocopy of Certificate of Eligibility/Rating/License;
- d.) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- e.) Photocopy of Service Record or Certificate of Employment;
- f.) Photocopy of Designation/s as Teacher-In-Charge;
- g.) Photocopy of Certificates of Training;
- h.) Photocopy of three (3) recent approved Performance Rating (SY 2019-2020, 2020-2021 and 2021-2022);
- i.) Outstanding/meritorious accomplishments:
 - Awards - the certificate/medal/plaque
 - Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)
 - Research and Development Project - must be approved by the Schools Division Superintendent
 - Publication/Authorship - with analysis and must be educational
 - Consultancy/Resource Speaker - must be supported by any of the following: memorandum, invitation letter, authority to travel, etc.
- j.) Checklist of Requirements and Omnibus Certification/Waiver; and
- k.) Other documents as may be required.



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4. **DepEd Order No. 42, s. 2007** shall be the basis for evaluation of these papers.
5. No further documents shall be accepted after December 9, 2022.
6. Written examination and interview of qualified applicants for the vacant position shall be announced in a separate memorandum.
7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Personnel Section or contact her at (035)422-0267.
8. It is desired that this Memorandum be given widest dissemination.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

11/21/22

Enclosure: Checklist of Requirements and Omnibus Certification/Waiver

SPP/NEP/KP-JMA/AdS/LBY/jcadiente
November 1, 2022



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(Enclosure to L M _____, s. 2022)

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/Subcommittee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k.	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
l.	Checklist of Requirements and Omnibus Certification/Waiver (Annex 1)			
m.	Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purpose relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Attested

Name and Signature of Applicant

Human Resource (HR) Office / Subcommittee

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.