



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF TAGUM CITY

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

TO: ALL QUALIFIED AND INTERESTED APPLICANTS
 ELEMENTARY AND SECONDARY SCHOOL HEADS

SUBJECT: Acceptance of Application for TEACHING-RELATED VACANT POSITION:
ELEMENTARY SCHOOL PRINCIPAL III
ASSISTANT SCHOOL PRINCIPAL II (SHS)

DATE: August 18, 2020

- For information and guidance, this Office hereby announces the acceptance of applications for **ELEMENTARY SCHOOL PRINCIPAL III and ASSISTANT SCHOOL PRINCIPAL II (SHS)** of this Division.
- Please refer to **DepEd Order No. 42, s. 2007** entitled, "The Revised Guidelines on Selection, Promotion and Designation of School Heads" will be used as legal basis for the evaluation of documents.
- The criteria for the ranking of School Principal III and Assistant School Principal II (SHS) and its corresponding points are as follows:

Performance Rating	- 30 points
Experience	- 10 points
Outstanding Accomplishments	- 30 points
- Outstanding Employee Award (5 points)	
- Innovations (5 points)	
- Research and Development Projects (10 points)	
- Publication/Authorship (5 points)	
- Consultant/Resource Speaker in Trainings/ Seminars/Workshops/Symposia (5 points)	
Education	- 10 points
Training	- 10 points
Potential	- 5 points
Psycho-social Attributes and Personality Traits	- 5 points

- Only application from applicants who have met the minimum requirements shall be considered.
- Application folders shall observe color coding of position as indicated in the Notice of Vacancy form.
- Immediate and wide dissemination of this Memorandum is earnestly desired.

DR. JOSEPHINE L. FADUL
 Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION RELEASED By: <i>[Signature]</i> Date: <u>AUG 18 2020</u> Time: <u>3:00</u> Remarks: <i>Disseminated 358-2020-8</i>



Address: Energy Park, Apokon, Tagum City, 8100
Telephone No.: (084) 216-3504
Email: tagum.city@deped.gov.ph
Website: deped.tagumcity.gov.ph



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NOTICE OF VACANCY
(PLANTILLA POSITION)



POSITION PROFILE	
Position: Elementary School Principal III	No. of Vacancy: One (1)
Office: Elementary School	Salary Grade: 21 Monthly Salary: Php 59,353.00
QUALIFICATIONS	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	Two (2) years as Principal
Training	Forty (40) hours of relevant training
Eligibility	RA 1080 (Teacher)
JOB SUMMARY	
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.	

- 1. QUALIFIED APPLICANTS** shall submit the following documents listed below and must be placed in a **BROWN FOLDER** on or before **AUGUST 28, 2020** arranged as follows:
 - Letter of Intent **specifying the position being applied** for addressed to:
DR. JOSEPHINE L. FADUL
 Schools Division Superintendent
 - Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture;
 - Performance Rating for the last three (3) consecutive rating period, if applicable;
 - Service Record/Certificate of Employment;
 - Certificate of Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovations, Research & Development Project
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
 - Photocopy of Transcript of Records with CAV issued by CHED;
 - Certificate of relevant training/seminar/workshops attended (*not credited during the last promotion*) or Chair/Co-chair in a technical/planning committee; and
 - Certificate of Eligibility;
- OR, you may submit scanned copy of your documents (not pictures) online at **hrmo.depedtagumcity@gmail.com**
- Schedule of interview will be posted at our website: **deped.tagumcity.gov.ph**

THIS OFFICE HIGHLY ENCOURAGES ALL INTERESTED AND QUALIFIED APPLICANTS, INCLUDING PERSONS WITH DISABILITY (PWD), MEMBERS OF INDIGENOUS COMMUNITIES, AND THOSE WITH DIVERSE SEXUAL ORIENTATION GENDER IDENTITY AND EXPRESSION (SOGI), TO APPLY.





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NOTICE OF VACANCY
(PLANTILLA POSITION)



POSITION PROFILE	
Position: Assistant School Principal II (SHS)	No. of Vacancy: One (1)
Office: Senior High School	Salary Grade: 19 Monthly Salary: Php 46,791.00
QUALIFICATIONS	
Education	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080 (Teacher)

1. **QUALIFIED APPLICANTS** shall submit the following documents listed below and must be placed in a **RED FOLDER** on or before **AUGUST 28, 2020** arranged as follows:

- a. Letter of Intent **specifying the position being applied** for addressed to:
DR. JOSEPHINE L. FADUL
 Schools Division Superintendent
- b. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture;
- c. Performance Rating for the last three (3) consecutive rating period, if applicable;
- d. Service Record/Certificate of Employment;
- e. Certificate of Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovations, Research & Development Project
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
- f. Photocopy of Transcript of Records with CAV issued by CHED;
- g. Certificate of relevant training/seminar/workshops attended (*not credited during the last promotion*) or Chair/Co-chair in a technical/planning committee; and
- h. Certificate of Eligibility;

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