



November 26, 2020

## NOTICE TO THE PUBLIC

### ANNOUNCEMENT of VACANT POSITIONS

#### CURRICULUM IMPLEMENTATION DIVISION

Vacant Position: **PUBLIC SCHOOLS DISTRICT SUPERVISOR – SG 22 (2 items)**  
Item No.: OSEC-DECSB-PSDS-750118-1998  
OSEC-DECSB-PSDS-750093-2014  
Location: **SCHOOLS DIVISION OFFICE**

#### **MINIMUM REQUIREMENTS**

Education: Master's Degree in Education or other relevant Master's Degree  
Experience: Five years cumulative experience in instructional supervision and school management  
Training: Sixteen hours of relevant training  
Eligibility: LET/PBET/R.A.1080

Vacant Position: **EDUCATION PROGRAM SUPERVISOR – SG 22**  
Item No.: OSEC-DECSB-EPSVR-750047-2010  
Location: **SCHOOLS DIVISION OFFICE**

#### **MINIMUM REQUIREMENTS**

Education: Master's degree in Education or other relevant Master's degree with specific area of specialization  
Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher (preferably those with experience in Technical, Vocational & Livelihood Education)  
Training: 8 hours of relevant training  
Eligibility: LET/PBET/R.A.1080

### OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Vacant Position: **ADMINISTRATIVE ASSISTANT III – SG 9 (4 items)**  
Item No.: OSEC-DECSB-ADAS3-750330-2018  
OSEC-DECSB-ADAS3-750321-2018  
OSEC-DECSB-ADAS3-750328-2018  
OSEC-DECSB-ADAS3-750087-2017  
Location: **SCHOOLS DIVISION OFFICE (ADMINISTRATIVE SECTION)**

## **MINIMUM REQUIREMENTS**

Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course  
Experience: 1 year relevant experience (preferably in Human Resource Development)  
Training: 4 hours of relevant training  
Eligibility: Career Service (Sub-professional)/First Level Eligibility

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Vacant Position: **ADMINISTRATIVE ASSISTANT II – SG 8**  
Item No.: OSEC-DECSB-ADAS2-750069-2014  
Location: **SCHOOLS DIVISION OFFICE (BUDGET SECTION)**

## **MINIMUM REQUIREMENTS**

Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course  
Experience: 1 year relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Sub-professional)/First Level Eligibility

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## **ELEMENTARY GRADES**

Vacant Position: **SCHOOL PRINCIPAL III – SG 21**  
Item No.: OSEC-DECSB-SP3-750104-2010  
Location: **SCHOOLS DIVISION OFFICE**

## **MINIMUM REQUIREMENTS**

Education: Bachelor's degree in Elementary Education (BEED); or bachelor's degree with 18 professional education units plus 6 units of Management  
Experience: 2 years as Principal  
Training: 40 hours of relevant training  
Eligibility: LET/PBET/R.A.1080

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Vacant Position: **SCHOOL PRINCIPAL I – SG 19 (6 items)**  
Item No.: OSEC-DECSB-SP1-750203-2010  
OSEC-DECSB-SP1-750214-2010  
OSEC-DECSB-SP1-750199-2010  
OSEC-DECSB-SP1-750213-2010  
OSEC-DECSB-SP1-750202-2010  
OSEC-DECSB-SP1-750205-2010  
Location: **SCHOOLS DIVISION OFFICE**

## **MINIMUM REQUIREMENTS**

Education: Bachelor's degree in Elementary Education (BEED); or bachelor's degree with 18 professional education units  
Experience: Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years  
Training: 40 hours of relevant training  
Eligibility: LET/PBET/R.A.1080

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## **KAPATAGAN NATIONAL HIGH SCHOOL**

Vacant Position: **SCHOOL PRINCIPAL I (SECONDARY GRADES) – SG 19**  
Item No.: OSEC-DECSB-SP1-750197-2010

Location: **SCHOOLS DIVISION OFFICE**

### MINIMUM REQUIREMENTS

Education: Bachelor's degree in Secondary Education (BSED); or bachelor's degree with 18 professional education units  
Experience: Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years  
Training: 40 hours of relevant training  
Eligibility: LET/PBET/R.A.1080

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Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment (if any);**
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee;**
10. **Position Description Form; and,**
11. **Neuropsychiatric examination result.**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007. The names of the applicants who will qualify for the interview will be posted in the bulletin board and website of the Schools Division Office and they will be called for confirmation days before the conduct of the interview.

**THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS SHALL BE ON December 18, 2020.**

  
**CRISTY C. EPE**  
Schools Division Superintendent

Posted in:

Digos Occidental District  
Digos Oriental District  
Mt. Apo District  
Digos City NHS/Other Secondary Schools  
Digos City Senior High School  
Civil Service Commission DDS FO