



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



April 5, 2022

ANNOUNCEMENT OF VACANT POSITIONS

ELEMENTARY EDUCATION

Vacant Position: **SCHOOL PRINCIPAL I – 19**
 Item No.: **OSEC-DECSB-SP1-750052-2014**
OSEC-DECSB-SP1-750200-2010
 Location: **ELEMENTARY EDUCATION**

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
 Competency: National Qualifying Examination for School Heads (NQESH) Passer
 Eligibility: LET/PBET/R.A. 1080 (Teacher)

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 **DIVISION OFFICE**.

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; and**
10. **Position Description Form**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.com/su5udtds>.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. 42, series of 2007**. A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website and Human Resource Section DepEd Digos City Division Facebook page. At the same time, qualified applicants will be informed through e-mail and text message.

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 (SOGIE), to apply.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON APRIL 20, 2022.

FRANCIS JUDE D. ALCOMENDRAS
 Administrative Officer V

SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION
RELEASED
 DATE: 08 APR 2022 TIME: 2:12 PM

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



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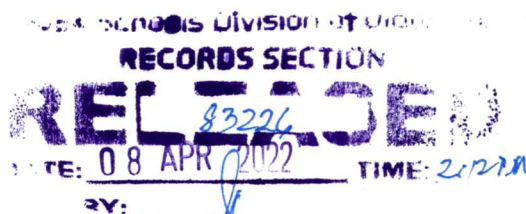
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SCHOOLS DIVISION OFFICE
RECORDS SECTION
RELEASED
 DATE: 08 APR 2022 TIME: 2:29 PM
 BY: [Signature]

Mt. Apo district



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 BY: *[Signature]*

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