



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED
 Date/Initial: 10/31/24
 DepEd, Division of Pagadian City

Division Memorandum
 No. 320, s. 2024

October 29, 2024

TO : Chiefs of Functional Divisions
 Public Schools District Supervisors
 Division Office Personnel
 Other Personnel Concerned
 This Division

**CALL FOR APPLICATIONS FOR SCHOOL PRINCIPAL-I, ASSISTANT SCHOOL PRINCIPAL-II AND
 TEACHER-II POSITIONS**

1. DepEd, Pagadian City Division, San Jose District, Pagadian City invites qualified applicants for vacant positions stipulated below, to wit:

School Principal I (SG-19 – Basic Salary Php 53,873.00) with item number OSEC-DECSB-SP1-570942-2010 for Tawagan Sur NHS.

CSC Prescribed Qualifications:

Education : BSED with 18 M.A. units
 Experience : HT for 1 year or TIC for 2 years or MT-2 for 2 years or Teacher for 5 years
 Training : 40 hours of relevant training
 Eligibility : RA 1080 (Teacher)

Job Description : School head, etc...

School Principal I (SG-19 – Basic Salary Php 53,873.00) with item number OSEC-DECSB-SP1-570344-2010, OSEC-DECSB-SP1-570406-2010 and OSEC-DECSB-SP1-570415-2010 for Elementary Schools .

CSC Prescribed Qualifications:

Education : BEED with 18 M.A. units
 Experience : HT for 1 year or TIC for 2 years or MT-2 for 2 years or Teacher for 5 years
 Training : 40 hours of relevant training
 Eligibility : RA 1080 (Teacher)

Job Description : School head, etc...

Assistant School Principal II (SG-19 – Basic Salary Php 53,873.00) with item number OSEC-DECSB-ASP2-570021-2016 and OSEC-DECSB-ASP2-570022-2016 for Secondary or Senior High School.

CSC Prescribed Qualifications:

Education : BEED with 18 M.A. units
 Experience : HT for 1 year or TIC for 2 years or MT-2 for 2 years or Teacher for 5 years
 Training : 40 hours of relevant training
 Eligibility : RA 1080 (Teacher)

Job Description : School head.etc...

Solrac/Vacant Positions
 HRMO-_____/October 29, 2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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2. The ranking criterion for these positions will be pursuant to DepEd, Order 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education", DepEd, Order 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching Related Teaching and Non-teaching positions" and Memorandum DM OUHROD-2024-2127 "Guidance on Filling Up School Principal-I item.

3. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position are requested to submit personally the following requirements in 1 folder 1 copy per requirements at the Personnel Section or scanned copy through the official email hrm.pagadian@deped.gov.ph on or before **November 08, 2024**;

- a. Letter of intent (addressed to the Head of Office), please include the position and its item number with the corresponding station you are applying for;
- b. Fully accomplished Personal Data Sheet duly signed by the person administering oath with recent passport-sized picture (CS Form No. 212, revised 2017) and work experience which can be downloaded at www.csc.gov.ph
- c. Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
- d. School authenticated copy of Transcript of Records;
- e. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
- f. Photocopy of the Performance Ratings from previous or present employment for the last 3 years;
- g. Photocopy of latest appointment (if applicable)
- h. Authenticated copy of trainings, recognition and other outstanding accomplishments
- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of latest issuance of appointment.
- j. Application documents should be tab accordingly
- k. Applicants are expected to:
 - Bring all original documents for verification purposes
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements on or before the deadline of applications.

4. Please be informed that late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.

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5. Please refer to Annex A for the timeline of activities and Annex B published vacant items.
For information and wide dissemination.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

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