

**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)  
FOR NON-TEACHING POSITIONS**

| <b>POSITION TITLE &amp; SALARY GRADE</b>                               | <b>EDUCATION REQUIREMENTS</b>   | <b>EXPERIENCE REQUIREMENTS</b>                          | <b>TRAINING REQUIREMENTS</b>  | <b>ELIGIBILITY REQUIREMENTS</b>   |
|--|---|---|-------------------------------|---|
| Secondary School Principal II<br>(Senior High School)<br>[SG20]        | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management                                      | 1 year as Principal                                     | 40 hours relevant training    | RA 1080   |
| Assistant Secondary School Principal II (Senior High School)<br>[SG19] | Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education | 2 years of relevant experience                          | 8 hours of relevant training  | RA 1080   |
| Head Teacher V<br>[SG18]   | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization                        | Head Teacher for 4 years; or Master Teacher for 3 years | 24 hours of relevant training | RA 1080   |
| Project Development Officer I<br>[SG11]                                | Bachelor's degree relevant to the job   | 1 year of relevant experience                           | 4 hours of relevant training  | Career Service (Professional) Second Level Eligibility                                  |
| Guidance Counselor II<br>[SG12]  | Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling                 | 1 year of relevant experience                           | 4 hours of relevant training  | RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position |
| Registrar I<br>[SG11]  | Bachelor's degree   | None required   | None required                 | Career Service (Professional) Second Level Eligibility                                  |
| Administrative Officer II<br>[SG11]                                    | Bachelor's degree   | None required   | None required                 | Career Service (Professional) Second Level Eligibility                                  |
| Administrative Assistant II<br>[SG8]                                   | Completion of 2 years studies in college  | 1 year of relevant experience                           | 4 hours of relevant training  | Career Service (Subprofessional) First Level Eligibility                                |
| School Nurse II<br>[SG15]  | Bachelor of Science in Nursing  | 1 year of relevant experience                           | 4 hours of relevant training  | RA 1080   |

**Note:**

- \* Application letter shall be filed at the Deped-CAR, Division of Baguio City on or before June 10, 2016
- \* Submit five (5) copies of the original and photocopies of Transcript of Records, Certificates of Trainings or Seminars attended, Service Records, Performance Ratings for the last three (3) rating periods and other pertinent documents duly certified by the Administrative Officer IV (Records Officer)
- \* Interview of qualified applicants shall be announced later.

**ATTY. AUGUSTIN P. LABAN III**

Attorney III

OIC-Office of the Assistant Schools Division Superintendent