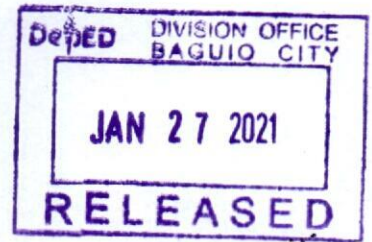




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



27 January 2021

Division Memorandum
 No. 24, s. 2021

SUBMISSION OF APPLICATION FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR, PRINCIPAL II AND MASTER TEACHER I POSITIONS

TO : **ALL CHIEF EDUCATION SUPERVISORS
 ALL INTERESTED AND QUALIFIED APPLICANTS
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the following vacant positions at the Schools Division of Baguio City:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
Public Schools District Supervisor (PSDS)	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
School Principal II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
Master Teacher I (SHS-preferably Filipino major)	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	RA 1080 (Teacher)

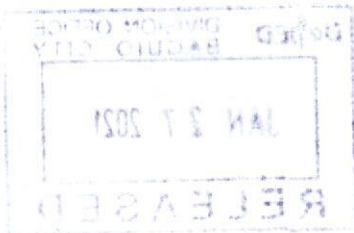
2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements on or before **February 8, 2021** at DepEd-Baguio Schools Division Office to be received at the Records Section.

3. The following required documents should be submitted in two (2) separate folders (1 original copy and 1 photocopy) which should be properly arranged and labeled:

- a. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- b. Three (3) recent Performance Rating (SY 2017-2018, 2018-2019 and 2019-2020);



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



- c. Service Record duly signed by the Administrative Officer/Head of Office;
- d. Certificate of Eligibility/Rating/License;
- e. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership,);
- f. Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;
- g. Certificate of trainings and seminars attended relevant to the position
- h. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

4. All applications submitted beyond February 8, 2021 will not be accepted.

5. Written examination and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.

6. For any inquiries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.

7. For information and guidance.

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

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