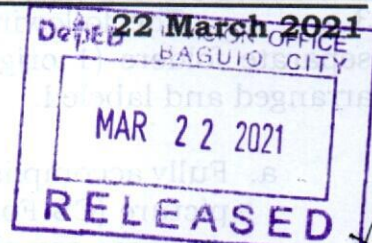




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DIVISION MEMORANDUM

No. 81, s. 2021



SUBMISSION OF APPLICATION FOR SCHOOL PRINCIPAL II, ASSISTANT SECONDARY SCHOOL PRINCIPAL II AND HEAD TEACHER VI POSITIONS

TO : **ALL DIVISION CHIEFS**
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
(1) 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)
(1) Assistant Secondary School Principal II (Senior High School)	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 (Teacher)
(1) Head Teacher VI	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4 years	24 hours of relevant training	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 **April 5, 2021** at DepEd-Baguio Schools Division Office to be received at the Records Section.



"DepEd SDO Baguio City: We Serve, We Care."

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 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



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 Issued on 12/27/2019



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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 (CY 2018, 2019 and 2020);
- c. Service Record duly signed by the Administrative Officer/Head of Office;
- d. Certificate of Employment or Appointment or Contract of Service;
- e. Authenticated Certificate of Eligibility/Rating/License;
- f. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership);
- g. Authenticated Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;
- h. Certificate of trainings and seminars attended relevant to the position;
- i. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.

4. All applications submitted beyond April 5, 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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