



Republic of the Philippines  
 Department of Education  
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



May 12, 2020

DIVISION MEMORANDUM  
 No. AOV-~~3~~ \_\_\_\_\_, s. 2020

**ANNOUNCEMENT OF VACANCY**

**TO : All Interested Applicants**

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

**2.a ASSIGNMENT**

Office	: Office of the School Division Superintendent
School	: Non-station Specific

**2.b POSITION PROFILE**

Position Title	: HEAD TEACHER III (Elementary)
Parenthetical Title	: None
Plantilla Item No.	: OSEC-DECSB-HTEACH3-1020040-2019 and OSEC-DECSB-HTEACH3-1020348-1998

**2.c COMPENSATION**

Salary Grade	: 16	Monthly Salary	: PhP 35,106.00
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**2.d BENEFITS**

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement
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**2.e JOB DESCRIPTION**

- Responsible for the administrative and instructional supervision of the school or cluster of schools.
- Craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs, and projects.
- Work and develop effective relationships with stakeholders and exert a positive influence upon people.
- Explore complex issues from a global perspective, manage educational enterprise and maximize the use of resources.

KLG/fcc

05/12/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)



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**2.f QUALIFICATIONS**

Education	: Bachelor of Elementary Education or Bachelor's degree with 18 professional units in Education
Training	: Twenty-four (24) hours (relevant)
Experience	: Head Teacher (HT) for 2 years or Teacher In-Charge (TIC) for 2 years; or Teacher for 5 years
Eligibility	: RA 1080 (Licensure Examination for Teacher)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

**2.g DOCUMENTARY REQUIREMENTS**

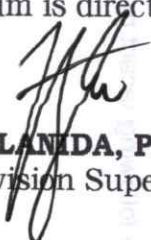
- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource Management Officer II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

**2.h APPLICATION PROCESS**

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at [surigao.city.personnel@gmail.com](mailto:surigao.city.personnel@gmail.com).
- Deadline of submission is on or before **May 27, 2020**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.

  
**KAREN L. GALANIDA, PhD, CESO VI**  
 Schools Division Superintendent

Enclosure/s: None  
 Reference/s : CS Form No. 9, Revised 2018 on May 12, 2020

To be indicated in the Perpetual Index  
 under the following subjects:

**HUMAN RESOURCE MANAGEMENT  
 JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT  
 EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

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*We serve with Goodness, Openness, and Dignity*