



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

DEPARTMENT OF EDUCATION  
 CARAGA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OFFICE OF  
 SURIGAO CITY

**R** FEB 02 2021 **D**  
**RELEASE**  
**RECORDS SECTION**  
 BY: *Malotano* TIME: 5:00 PM

February 2, 2021

DIVISION MEMORANDUM  
 No. AOV-013\_\_\_\_, s. 2021

**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	: SCHOOL PRINCIPAL III (Secondary)
Parenthetical Title	: None
Plantilla Item No.	: ANTICIPATED

*2.c COMPENSATION*

Salary Grade	: 21	Monthly Salary	: PhP 59,353.00
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*2.d 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

02/02/2021



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)

*We serve with Goodness, Openness, and Dignity*



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**2.e QUALIFICATIONS**

Education	: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in Education plus 6 units of Management
Training	: 40 hours relevant training
Experience	: Two (2) years as School Principal
Eligibility	: RA 1080 (Teacher)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

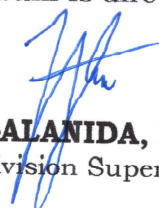
**2.f DOCUMENTARY REQUIREMENTS**

- 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.g 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.
- Deadline of submission is on or before **February 17, 2021**.

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

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

Enclosure/s: None  
 Reference/s : CS Form No. 9, Revised 2018 on February 2, 2021

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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