



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

20 APR 2023

DIVISION MEMORANDUM
No. 247, s. 2023

ANNOUNCING THE VACANCIES FOR SCHOOL PRINCIPAL II,
SCHOOL PRINCIPAL III AND HEAD TEACHER IV POSITIONS
IN THE DIVISION OF NEGROS ORIENTAL

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This is to inform all interested and qualified applicants of the following vacant positions:

- (2) Principal III – Secondary
- (1) Principal II – Secondary
- (1) Head Teacher IV – Elementary

2. This Office fully implements the Equal Employment Opportunity Principle (EEOP) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.

3. All interested applicants should signify their interest in their application letter together with complete documentary requirements, arranged and properly labeled, in one (1) BLUE folder on or before **May 8, 2023** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- a) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official;
<https://tinyurl.com/COFandOSS>;



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- b) Letter intent addressed to the Schools Division Superintendent;
 - c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - d) Photocopy of Certificate of Eligibility/Rating/License;
 - e) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
 - f) Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary: Enclosure C*);
 - g) Photocopy of Service Record or Certificate of Employment;
 - h) Photocopy of one (1) recent approved Performance Rating (SY 2021-2022);
 - i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment;
4. **DepEd Order No. 007, s. 2023** shall be the basis for evaluation of these papers.
5. The following enclosures are attached for reference:
- A. Qualification Standards
 - B. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
<https://tinyurl.com/COFandOSS>
 - C. Summary of L&D Interventions/Training Programs Attended
 - C. Timeline/Schedule of Activities
5. No additional documents shall be accepted after May 8, 2023.
6. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Human Resource Management Unit or contact her at (035)422-0267.
7. It is desired that this Memorandum be given widest dissemination.


NERI C. OJASTRO, EdD, CESE
Schools Division Superintendent

4/19/23

NCO/NDP-MKP-JMA/AdS/LBY/jcadiente
April 19, 2023



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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LIST OF VACANCIES FOR SCHOOL ADMINISTRATION

No.	Position Title	Plantilla Item Number	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
2	Principal III (Secondary)	SP3-510002-2013 SP3-510001-2013	21	63,997.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	Division of Negros Oriental
1	Principal II (Secondary)	SP2-510010-2011	20	57,347.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	Division of Negros Oriental
1	Head Teacher IV (Elementary)	HTEACH4-510004-2012	17	43,030.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 (Teacher)	Division of Negros Oriental

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item(i) is not relevant to the position to be filled.			

Attested:

_____ Human Resource (HR) Office / Subcommittee

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Time Frame	Activity	Participants/ Committee In-Charge
April 20, 2023	Dissemination of the vacancy for the position through Division Memorandum	HRMO
April 24 to May 8, 2023	Submission of application letter and supporting documents to the Records Section of the SDO Negros Oriental	Interested Applicants
May 9-12, 2023	Initial Evaluation of the Qualification of Applicants by the HRMO	HRMO
May 15-May 29, 2023	Posting of the Initial Evaluation Results (IER) for 15 Calendar days	HRMO
June 5-7, 2023	Open Ranking/Assessment en banc of documents of qualified applicants	HRMPSB & Applicants
June 5-7, 2023	Conduct written exam and interview	HRMPSB & Applicants