**VACANCY ANNOUNCEMENT**

|  |  |
| --- | --- |
| **BUREAU/SERVICE:** | Department of Education – Region IX |
| **DIVISION/UNIT:** | Division of Zamboanga Sibugay – Secondary MALUBAL NHS  |
| **POSITION PROFILE** |
| **Position:** SCHOOL PRINCIPAL I | **Salary Grade:** 19**Monthly Salary: ₱ 51,357.00** |
| **Item No.:**SP1-570049-2014 | **Other Incentives/Bonuses:*** Monthly Economic Relief Allowance
* Mid-year bonus
* Productivity Enhancement Incentive
* Clothing Allowance
* Cash Gift
* Year-end bonus
 |
| **JOB DESCRIPTION** |
| Set, the mission, vision, goals and objective of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes. |
| **QUALIFICATIONS** |
| Education | BSED or Bachelor's Degree with 18 professional education units |
| Experience | Head teachers for 1 year, or TIC for 2 years or Master Teacher for 2 years or Teacher for 5 years |
| Training | 40 hours of relevant training |
| Eligibility | RA 1080 - LET |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through personnel.zambosibugay@deped.gov.ph on or before **January 30, 2023 (Monday)**:
	1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
	2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at* [*http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
	3. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
	4. Photocopy of the **latest** Transcript of Records
	5. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
	6. Certificates of **relevant trainings** and **seminars** attended,
	7. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

**The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.**

***\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

***\*\* If the link does not redirect you to the online application form, please type the address manually.***