

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Department of Education – Region IX		
DIVISION/UNIT:	Division of Zamboanga Sibugay – ELEMENTARY		
POSITION PROFILE			
POSITION: HEAD TEACHER II		Salary Grade: 15	Monthly Salary: ₱36,619.00
Item No.: HTEACH2-570045-2019 HTEACH2-570012-2018		Other Incentives/Bonuses: <ul style="list-style-type: none">Monthly Economic Relief AllowanceMid-year bonusProductivity Enhancement IncentiveClothing AllowanceCash GiftYear-end bonus	
JOB DESCRIPTION			
observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinate with the subject area division supervisors in preparing teacher training and implements schools policies and regulations			
QUALIFICATIONS			
Education	Bachelor of Elementary Education (BEEd); OR Bachelor’s degree with 18 professional units in Education		
Experience	•HT for 1 year OR •TIC for 1 year OR		
Training	RA 1080 (Teacher)		
Eligibility	RA 1080 (Teacher)		

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements to 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, 2024 (Tuesday):
- a. Letter of Intent (addressed to **Virgilio P. Batan, Jr., CESO VI**, Schools Division Superintendent).
Kindly include the position with the corresponding school/office, you are applying for.

b. 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>

c. 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).

d. Photocopy of the **latest** Transcript of Records

e. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**

f. Certificates of **relevant trainings** and **seminars** attended,

g. 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.*