

# VACANCY ANNOUNCEMENT

<b>BUREAU/SERVICE:</b>	Department of Education – Region IX
<b>DIVISION/UNIT:</b>	Division of Zamboanga Sibugay – SAN ANTONIO NHS

## POSITION PROFILE

<b>POSITION:</b> Head Teacher III	<b>Salary Grade:</b> 16 <b>Monthly Salary:</b> ₱39,672.00
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<b>Item No.:</b> HTEACH3-570007-2015	<b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"> <li>Monthly Economic Relief Allowance</li> <li>Mid-year bonus</li> <li>Productivity Enhancement Incentive</li> <li>Clothing Allowance</li> <li>Cash Gift</li> <li>Year-end bonus</li> </ul>
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## 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's Degree in Secondary Education or Bachelor's Degree with 18 units professional education units with appropriate field of specialization
Experience	Head Teacher for 2 years or Teacher for 5 years
Training	24 hours of relevant training
Eligibility	RA 1080 - T

### 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](mailto:personnel.zambosibugay@deped.gov.ph) on or before July 21, 2023 (Friday):
  - 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.*