

# VACANCY ANNOUNCEMENT

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

## POSITION PROFILE

|                                     |   |
|-------------------------------------|---|
| <b>POSITION:</b> School Principal I | <b>Salary Grade:</b> 19<br><b>Monthly Salary:</b> ₱51,357.00  |
| <b>Item No.:</b><br>SP1-570051-2014 | <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> |

## 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   | Bachelor of Secondary Education (BSED) or Bachelor's Degree w/ 18 professional education units                                    |
| Experience  | Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years. |
| Training    | 40 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 January 16, 2023 (Monday):
  - a. 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.**
  - 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.*