



DepED
DEPARTMENT OF EDUCATION
Region I
DIVISION OF CITY SCHOOLS
Dagupan City

RELEASED
DATE: 3/16/17
BY: K

MEMORANDUM

TO: Chief Education Supervisors
Education Program Supervisors
District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Others concerned

DATE: March 10, 2017

SUBJECT: **Vacancies for Senior High School Non-Teaching Positions**

This Division hereby announces the vacancies for non-teaching positions with corresponding Qualification Standards:

Secondary School Principal II (1 item)

Education: Bachelor's degree in Secondary Education; or
Bachelor's degree with 18 professional education units plus 6 units of Management
Experience: 1 years as Principal
Training: 40 hours of relevant training
Eligibility: RA 1080 (Teacher)

Assistant Secondary School Principal II (3 items)

Education: Bachelor's degree in Education or its equivalent with a major and minor; or
Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: RA 1080 (Teacher)

Guidance Counselor II (8 items)

Education: Bachelor's degree in Guidance and Counseling or in any allied discipline
Experience: None required
Training: None required
Eligibility: RA 1080 (Guidance Counselor)

Administrative Officer II (2 items)

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility


Registrar I (2 items)

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

For the general functions of these positions, please refer to DepEd Order No. 19, s. 2016 otherwise known as "*Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools.*"

Applicants are advised to submit the documentary requirements as contained in DepEd Order No. 42, s. 2007 for School Head positions and DepEd Order No. 66, s. 2007 for non-teaching positions in 3 folders on or before **March 31, 2017** to the Division Personnel Unit.

Immediate dissemination is hereby advised to all concerned.


FROSERFINA J. BRAVO
Officer-In-Charge
Office of the Schools Division Superintendent
