



Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OF DAGUPAN CITY**

DepEd SDO Dagupan City  
 RECORDS OFFICE

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Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**

No. 219, s. 2024

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Administrative Officers  
 School Heads  
 Teachers and Non-Teaching Personnel  
 Others Concerned

DATE: May 28, 2024

SUBJECT: **CORRIGENDUM TO DIVISION MEMORANDUM 218, s. 2024 ENTITLED  
 VACANCIES FOR TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

The vacant school administration as posted in Division Memorandum 218, s. 2024 is hereby corrected as follows:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal III / SG 21 / 63,997/ OSEC-DECSB- SP3-60234- 2010	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	2 years as principal	RA 1080 (Teacher)		Elementary



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2.	School Principal III / SG 21 / 63,997/ OSEC-DECSB-SP3-60128-2010	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units & 6 units of management	40 hours of relevant training	2 years as principal	RA 1080 (Teacher)		Secondary
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Attached is the revised Job Description of the abovementioned vacant position.

For information and guidance.

**ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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SDO DAGUPAN CITY

**JOB DESCRIPTION**

<b>Position Title:</b> School Principal III		<b>Salary Grade :</b> 21
<b>Station of Deployment:</b> Elementary & Secondary School		<b>Monthly Salary:</b> P 63,997
<b>QUALIFICATIONS:</b>		
<b>Education:</b>	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management ( <i>for Elementary</i> ); Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units & 6 units of management ( <i>for Secondary</i> )	
<b>Experience:</b>	2 years as principal	
<b>Training:</b>	40 hours of relevant training	
<b>Eligibility:</b>	RA 1080 (Teacher)	
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Setting the mission, vision, goals and objectives of the school;</li> <li>2. Creating an environment within the school that is conducive to teaching and learning;</li> <li>3. Implementing the school curriculum and being accountable for higher learning outcomes;</li> <li>4. Developing the school education program and school improvement plan;</li> <li>5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;</li> <li>6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;</li> <li>7. Administering and managing all personnel, physical and fiscal resources of the school;</li> <li>8. Recommending the staffing complement of the school based on its needs;</li> <li>9. Encouraging staff development;</li> <li>10. Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations;</li> <li>11. Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and</li> <li>12. Performing such other functions as may be assigned by proper authorities.</li> </ol>	