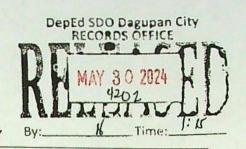


Republic of the Philippines

Department of Education region i schools division of dagupan city



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 29, 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
		Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
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







Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone: (075) 653-4101 Website: depeddagupan.com email: dagupan.city@deped.gov.ph



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

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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JOB DESCRIPTION

Position Title: Sch		Salary Grade : 21			
	nent: Elementary & Secondary School	Monthly Salary: P 63,997			
QUALIFICATIONS:					
Education:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management (for Elementary); Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units & 6 units of management (for Secondary)				
Experience:	2 years as principal				
Training:	40 hours of relevant training				
Eligibility:	RA 1080 (Teacher)				
Duties and Responsibilities:	Setting the mission, vision, goals and objectives of the school;				
Responsibilities:	Creating an environment within the school that is conducive to teaching and learning;				
	Implementing the school curriculum and being accountable for higher learning outcomes;				
	Developing the school education program and school improvement plan;				
	 Offering educational programs, projects and services which provide equitable opportunities for all learners in the community; 				
	Introducing new and innovative modes of instruction to achieve higher learning outcomes;				
	7. Administering and managing all personnel, physical and fiscal resources of the school;				
	8. Recommending the staffing complement of the school based on its needs;				
	9.Encouraging staff development;				
	 Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers- community associations; 				
	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				
	12. Performing such other functions as may be assigned by proper authorities.				