



	<b>Department of Education</b> <b>Region III</b> <b>DIVISION OF CITY SCHOOLS</b> <b>Angeles City</b> Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018
	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: <b>OSDS-PERSONNEL</b>

June 7, 2021  
 DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY  
**RELEASED**  
 JUN 07 2021  
 BY: 

<b>POSITION PROFILE</b>	
Position Title: <b>Secondary School Principal II</b>	Salary Grade: 20
Plantilla Item Number: SP2-150507-2010	
Station of Deployment: <b>Bonifacio V. Romero High School</b>	Monthly Salary: P54,251.00
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management
Experience:	1 year as Principal
Training:	40 hrs. relevant training
Eligibility:	RA 1080 (LET)/PBET
<b>JOB SUMMARY:</b> The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Supervises and directs all school teaching and non-teaching personnel.</li> <li>➤ Manages instructional system and sets up goals and objectives.</li> <li>➤ Promotes and coordinates services for the holistic development of school personnel and pupils.</li> <li>➤ Requests and Distributes instructional materials.</li> <li>➤ Practices equitable distribution of teaching loads and observes teacher-learner ratio.</li> <li>➤ Initiates and compiles teachers' professional documents in portfolios.</li> <li>➤ Rates all school personnel performance and recommends promotion.</li> <li>➤ Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.</li> <li>➤ Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.</li> <li>➤ Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)</li> <li>➤ Leads the preparation of SIP/AIP and ensures participation of stakeholders.</li> <li>➤ Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.</li> </ul>	

<b>POSITION PROFILE</b>	
Position Title: <b>Elementary School Principal IV</b>	Salary Grade: 22
Plantilla Item Number: SP4-150069-2010	
Station of Deployment: <b>Elementary School</b>	Monthly Salary: P68,415.00
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management
Experience:	3 years as Principal
Training:	40 hrs. relevant training
Eligibility:	RA 1080 (LET)/PBET
<b>JOB SUMMARY:</b> The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Supervises and directs all school teaching and non-teaching personnel.</li> <li>➤ Manages instructional system and sets up goals and objectives.</li> <li>➤ Promotes and coordinates services for the holistic development of school personnel and pupils.</li> <li>➤ Requests and Distributes instructional materials.</li> <li>➤ Practices equitable distribution of teaching loads and observes teacher-learner ratio.</li> <li>➤ Initiates and compiles teachers' professional documents in portfolios.</li> <li>➤ Rates all school personnel performance and recommends promotion.</li> <li>➤ Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.</li> <li>➤ Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.</li> <li>➤ Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)</li> <li>➤ Leads the preparation of SIP/AIP and ensures participation of stakeholders.</li> <li>➤ Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.</li> </ul>	



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### POSITION PROFILE

Position Title: <b>Public Schools District Supervisor</b>	Salary Grade: 22
Plantilla Item Number: PSDS-150317-2014	
Station of Deployment: CID UNIT	Monthly Salary: P68,415.00

### QUALIFICATIONS:

Education:	Master's degree in Education or other relevant Master's degree
Experience:	Five years cumulative experience in instructional supervision and school management
Training:	16 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET

**JOB SUMMARY:** To provide schools and learning centers in a district with relevant and timely service through:

- ☐ the conduct of instructional supervision
- ☐ provision of technical assistance in school management and curriculum implementation
- ☐ establishing a conducive physical environment for learners and school workers
- ☐ sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

### GENERAL DUTIES AND RESPONSIBILITIES:

#### INSTRUCTIONAL SUPERVISION

- Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.
- Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.
- Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.

#### TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT

- Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing,
- Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback.
- Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
- Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
- Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.

#### MONITORING AND EVALUATION

- Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools.
- Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
- Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.



#### CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION

- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

#### LEARNING OUTCOMES ASSESSMENT

- Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.



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#### RESEARCH

➤ Conduct action research on curriculum implementation, needs and issues, appropriate intervention for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.

#### TECHNICAL ASSISTANCE

➤ Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions

➤ Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.

➤ Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.

➤ Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.

➤ Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

#### APPLICATION PROCEDURE:

1. Register your application through this link: <https://tinyurl.com/DepEdAcVacantPositions>
2. Submit the following documents arranged in **folder with proper tabs/labels and enclosed in separate sealed envelopes (1 copy for each folder)**:

**Envelope 1:** a. Letter of intent addressed to: MA. IRELYN P. TAMAYO, PhD, CESE  
 Asst. Schools Division Superintendent  
 OIC-Schools Division Superintendent


- b. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet download from at <https://www.depedangelescity.com/resources/downloadable/forms>)
- c. Transcript of Records (photocopy)
- d. Performance Rating for three rating periods (photocopy)
- e. Service Record/Certificate of Employment (photocopy)

**Envelope 2:** a. CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),  
 b. Transcript of Records (photocopy)  
 c. Service Record/ Certificate of Employment (photocopy)  
 d. Other pertinent documents, such as Certificate of Training/Seminars and outstanding accomplishments. (photocopy)

Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **June 17, 2021** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: Public Schools District Supervisor (**DepEd Order 66, s. 2007**) Selection, Promotion and Designation of other Teaching and Related Teaching and Non-Teaching Position School Principal II & IV (**DepEd Order No. 42, s. 2007**) Revised Guidelines on Selection, Promotion and Designation of School Heads

**Note:** Please ensure that the photocopied documents submitted are certified by authorities concerned otherwise said documents will not be honored. **All submitted documents will no longer be returned to the applicant.**

  
**MA. IRELYN P. TAMAYO, PhD, CESE**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.