



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendent
Education Program/District Supervisors
Secondary/Elementary School Heads
Others Concerned

FROM: *for* *Cherrylou D. de Mesa*
CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

SUBJECT: Call for application for the Positions of Secondary School Principal II, Assistant Secondary Principal II, Administrative Officer II, Registrar I, Administrative Assistant II

DATE: July 21, 2016

This Office announces the opening of application for the positions of Secondary School Principal II, Assistant Secondary Principal II, Administrative Officer II, Registrar I, Administrative Assistant II, with the following Qualification Standards:

- **(8) Secondary School Principal II (SG-20) (SHS)**
 - One year as Principal
 - Master's Degree in Education preferably in Administration/Supervision or Educational Management
 - 40 hours of relevant training
 - To be guided by DO 42, s. 2007

- **(18) Assistant Secondary School Principal II (SG-18) (SHS)**
 - Two years of relevant experience
 - Bachelor's Degree of Education or its equivalent with major or minor; or Bachelor's Degree in Arts & Sciences with at least 18 units in prof. education
 - 8 hours of relevant training
 - Must have passed the Principal's Test conducted by the National Educator's Academy of the Philippines
 - To be guided by DO 42, s. 2007

- **(15) Administrative Officer II (SG-11)**
 - Bachelor's Degree
 - Career Service (Professional), 2nd level eligibility
 - Basic knowledge in budget planning and preparation of Financial Reports
 - Basic knowledge in computer operation such as Microsoft Office, Excel, use of the internet
 - To be guided by DO 66, s. 2007



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



- **(15) Registrar I (SG-11)**
 - Bachelor's Degree
 - Career Service (Professional) 2nd level eligibility
 - Basic knowledge in computer operation such as Microsoft Office, Excel, use of the internet
 - To be guided by DO 66, s. 2007

- **(52) Administrative Assistant II (SG-8)**
 - Completion of 2 years studies in college
 - 1 year of relevant experience
 - 4 hours of relevant training
 - Career Service (Sub-Professional) 1st level eligibility
 - Basic knowledge in computer operation such as Microsoft Office, Excel, Power Point, use of the internet

Interested applicants should submit their portfolios with ear tag following the arrangement of documents specified in the said DepEd Order:

- A. Performance Rating - 3 consecutive (if any)
- B. Experience – Service Record or Certificate of Employment
- C. Outstanding Accomplishments – 1.Awards, 2.Innovations, 3.Research, 4.Publication, 5.Consultant/Resource Speakers in trainings/seminars
- D. Education and Trainings – 1.Latest Transcript of Records, 2.Trainings attended

Submit on or before **August 5 , 2016 (Friday)** at the Division Office, Trece Martires City.

Posting and immediate dissemination of this Memorandum is desired.