



Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS
 SCHOOLS DIVISION OF KABANKALAN CITY

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM

No. 512, s. 2022

DEC 13 2022

SUBMISSION OF APPLICATION FOR VACANT POSITIONS

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce to the field that this Office, through the Division Human Resource Management Office, is now accepting applications for Medical Officer III and School Principal I until 5 P.M. of December 23, 2022.

2. The minimum qualifications and place of assignment for the said positions are as follows:

Medical Officer III

Education: Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)
 Experience: Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)
 Training: 4 hours relevant training
 Eligibility: RA 1080 (Physician's Licensure Exam)
 Place of Assignment: School Governance and Operations Division

School Principal I

Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units
 Experience: Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
 Training: 40 hours of relevant training
 Eligibility: RA 1080 (Teacher)
 Place of Assignment: Tampalon National High School

3. Interested and qualified applicants regardless of age, sex, civil and economic status, religious belief or affiliation, and cultural group shall submit their applications and supporting documents to the Records Unit.

4. For the guidance of all, below is the list of requirements to be submitted fastened in a long white folder and arranged accordingly with ear tabs:

- a. Application Letter
- b. Omnibus Certification of Authenticity and Veracity of Documents
- c. Personal Data Sheet (CS Form 212 - Notarized)
- d. PRC Board Rating and Valid License
- e. Certificates of Seminars and Trainings Attended



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- f. Transcript of Records
 - g. Certificate of Employment/Service Record
 - h. Performance Rating for the Last Three (3) Rating Periods
5. Only one submission shall be allowed per applicant, thus, applicants are instructed to only submit the final copy of their application and requirements. There shall be no additional documents to be received afterwards.
6. Applicants will receive via e-mail a confirmation receipt of their application and instructions from the HR Unit regarding the succeeding processes of the application.
7. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

