



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

DEC 4 2020

DIVISION MEMORANDUM

No. 214 s. 2020

VACANCY ANNOUNCEMENT FOR THE POSITION OF SECONDARY SCHOOL PRINCIPAL I  
OF CAMANSI NATIONAL HIGH SCHOOL

To: All Concerned

1. This is to inform the field that by virtue of the retirement of Mrs. Rosemary T. Sodusta, School Principal I at Camansi National High School effective March 1, 2020, this office is now accepting qualified applicants for the aforementioned position. This position is open to all regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.
2. In view of this, all interested and qualified applicants may submit their application letter together with the following documents for ranking purposes, to Mr. Dino Alexandrinos Xenos M. Lopez, AO IV (Records), Records Unit, Office of the Schools Division Superintendent of this division on or before **5:00 pm of December 11, 2020**.

- Performance Ratings of at least VS for the last three (3) years (SY 2017-2018, SY 2018-2019 and SY 2019-2020);
- Updated Service records
- Latest Appointment
- Transcript of Records
- Certificates of Seminars and Trainings Attended
- Certificates of Recognition

3. The Qualification Standards for the above-mentioned position is as follows:

Education	:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 units of professional education units
Experience Requirement	:	HT for 1 year; or TIC for 2 years; or, MT for 2 years; or Teacher for 5 years
Training Requirement	:	40 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotions
Eligibility	:	PBET/LET (Teacher) RA 1080, Principals' Exam Passer

4. The timeline and schedule for the recruitment and selection process are indicated in Enclosure No. 1 of this memorandum for the guidance of all applicants.
5. Immediate and wide dissemination of this Memorandum is desired.

  
PORTIA M. MALLORCA, Ph.D., CESO V  
Schools Division Superintendent



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Enclosure No. 1 of Division Memorandum No. 214, s. 2020

<b>Activities</b>	<b>Venue</b>	<b>Schedule</b>
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: December 11, 2020 5:00PM
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	December 14, 2020
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	December 14, 2020
Interview	Office of the ASDS	December 15, 2020
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	December 16, 2020
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	December 16, 2020
Posting of results	SDO Bulletin Board and other conspicuous places	December 16, 2020