

July 28, 2016

DIVISION MEMORANDUM  
NO. 398, S. 2016

**ANNOUNCING THE VACANCIES OF NON-TEACHING POSITIONS FOR SENIOR HIGH SCHOOL (SHS) SY2016-2017 OF DEP-ED DIVISION OF CEBU PROVINCE**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads  
Teachers & All Others Concerned

1. This Office is inviting applicants to fill in the vacancies of the following non-teaching positions for Senior High School (SHS) SY 2016-2014:
  - a. Twenty One (21) Assistant School Principal II
  - b. Twenty Three (23) Administrative Officer II
  - c. Twenty Three (23) Registrar I
  - d. Four (4) Project Development Officer I
  - e. Two Hundred Thirty Nine (239) Administrative Assistant II
2. Interested/ Qualified applicants are requested to submit the following pertinent papers:
  1. Personal Data Sheet/ Resume
  2. Service Record
  3. Performance Rating (3 rating period)
  4. Transcript of Records
  5. Certificated of Relevant Trainings/seminars attended
  6. Outstanding and meritorious accomplishments
3. Applicants are advised to submit applications to Human Resource Management Office on or before August 22, 2016, Attention: Mr. Floren Semblante.
4. Attached is the list of qualification standards for reference and guidance.
5. Immediate and wide dissemination of this memorandum is desired.

  
**RHEA MAR A. ANGTUD, ED.D., CESO VI**  
Schools Division Superintendent

**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)  
FOR NON-TEACHING POSITIONS**

<b>POSITION TITLE &amp; SALARY GRADE</b>	<b>EDUCATION REQUIREMENTS</b>	<b>EXPERIENCE REQUIREMENTS</b>	<b>TRAINING REQUIREMENTS</b>	<b>ELIGIBILITY REQUIREMENTS</b>
Secondary School Principal II (Senior High School) [SG20]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080
Assistant Secondary School Principal II (Senior High School) [SG19]	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080
Head Teacher V [SG18]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; or Master Teacher for 3 years	24 hours of relevant training	RA 1080
Project Development Officer I [SG11]	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Counselor II [SG12]	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year of relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Registrar I [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Officer II [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II [SG8]	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
School Nurse II [SG15]	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080