



August 9, 2018

DIVISION MEMORANDUM

No. 535 s, 2018

**SUBMISSION OF APPLICATION FOR VACANT NON-TEACHING POSITIONS OF DEPED CEBU PROVINCE FOR SY 2018-2019**

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors /Coordinators / Specialists  
District Supervisors /District OIC's/Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. This Office announces the following vacant Non-Teaching and Teaching-Related Positions in this Division for SY 2018-2019. Refer to attachment for Qualification Standards and Job Description/s.
  - A. Education Program Supervisor (TLE & English) – SG 22
  - B. Public Schools District Supervisor (PSDS) – SG 22
  - C. Senior Education Program Specialist (SEPS-HRD) – SG 19
  - D. Elementary and Secondary School Principal I – SG 19
  - E. Assistant School Principal 2 SHS – SG 19
  - F. Dentist II – SG 17
  - G. Librarian II – SG 15
  - H. Project Development Officer II (LRMDS) – SG 15
  - I. Guidance Counselor II for SHS – SG 12
  - J. Registrar I for SHS – SG 11
  - K. Administrative Officer II for SHS – SG 11
  - L. Administrative Assistant III (Senior Bookkeeper) – SG 9
  - M. Administrative Assistant II (Disbursing Officer) – SG 8
  - N. Administrative Assistant II for SHS (Clerical) - SG 8
2. Interested applicants to the positions listed above may file their application online thru Deped Cebu Province website [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph) . Shortlisted applicants will be given further instructions to complete the application process.
3. Only those qualified applicants per shortlist of Qualified Applicants generated in our Online Application System will be advised to proceed to interview and documents verification in a separate Memorandum.
4. Qualified applicants should bring along the original copies of pertinent documents during the interview for validation of information provided at the onset of their application.
5. For information, dissemination and guidance of all concerned.

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

**QUALIFICATION STANDARDS (QS) FOR NON-TEACHING POSITIONS**

POSITION	SALARY GRADE	QUALIFICATION STANDARDS	JOB DESCRIPTION
EDUCATION PROGRAM SUPERVISOR (TLE & ENGLISH)	SG 22	<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Master's degree in Education or other relevant degree;</li> <li>- Master's degree with specific area of specialization</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>- at least two (2) years experience as Principal, Head Teacher or Master Teacher</li> </ul> <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>- RA 1080 (Teacher)</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>- Eight (8) hours of relevant training</li> </ul>	<p>To develop and supervise implementation of special programs and projects of the schools division office towards the holistic development of learners (non-curricular) and provide technical assistance to schools to help them implement sustainable programs and projects.</p> <p><i>Non-curricular - programs related to learner development: e.g. palara, leadership development, boy scouting, girl scouting, etc</i></p>
Public Schools Division District Supervisor (PSDS)	SG 22	<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Master's degree in Education or other relevant Master's degree</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>- Five (5) Years cumulative experience in instructional supervision and school management</li> </ul> <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>- RA 1080 (Teacher)</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>- 16 hrs of relevant training</li> </ul>	<p>To provide relevant and timely service to school and learning centers through:</p> <ul style="list-style-type: none"> <li>- the conduct of instructional supervision;</li> <li>- provision of technical assistance in school management and curriculum implementation;</li> <li>- establishing a conducive physical environment for learners and school workers;</li> <li>- sustaining strong and harmonious partnerships and collaboration among stakeholders.</li> </ul>
Senior Education Program Specialist (HRD)	SG 19	<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Bachelor's degree in Education or its equivalent completion of academic requirements for Master's degree relevant to the job</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>- 2hrs experience in education, research, development, implementation or other relevant experience.</li> </ul> <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>- RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>- 8 hrs relevant training</li> </ul>	<ul style="list-style-type: none"> <li>- Provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems</li> <li>- Develop</li> </ul>
SCHOOL PRINCIPAL I	SG 19	<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Bachelors degree in education</li> </ul> <p><u>Experience: (either)</u></p> <ul style="list-style-type: none"> <li>- Head Teacher for one (1) year</li> <li>- Teacher-In-Charge for two (2) years</li> <li>- Master Teacher for two (2) years</li> <li>- Classroom Teacher for five (5) years</li> </ul> <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>- RA 1080 (Teacher)</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>- 40 hrs of relevant training</li> </ul>	

POSITION	SALARY GRADE	QUALIFICATION STANDARDS	JOB DESCRIPTION
ASSISTANT SCHOOL PRINCIPAL II	SG 19	<u>Education:</u> - 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 <u>Experience:</u> - Two (2) years relevant experience <u>Eligibility:</u> - RA 1080 (Teacher) <u>Training:</u> - 8 hrs of relevant training	Supports the School Principal in the academic, instructional supervision and implementation of academic and learner support programs of the school; Monitors and assess the delivery of the school curriculum, ensuring holistic development of learners across all tracks; Manages the system, processes and people involved in the delivery of support services to the staff and learners; Coaches & monitors non-teaching staff of the school; Creates a strategy towards the continuous improvement of the school's systems, process and delivery of learner support services; Acts as liaison between the school and its external partners, stakeholders, and the LGU together with the Principal.
DENTIST II	SG 17	<u>Education:</u> - Doctor of Dental Medicine <u>Experience:</u> - at least one (1) year of relevant experience <u>Eligibility:</u> - RA1080 (Dentist) <u>Training:</u> - 4hrs relevant training	To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs
EDUCATION PROGRAM SPECIALIST II - Soc.Mob.	SG 16	<u>Education:</u> - Bachelor's degree in Education or its equivalent - Completion of Academic Requirements for Master's degree relevant to the job <u>Experience:</u> - two (2) year experience in Eduation, Research, Development, Implementation, or other relevant experience <u>Eligibility:</u> - RA1080; Career Service (Professional) Appropriate Eligibility for 2nd level position <u>Training:</u> - eight (8) hrs relevant training	To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable services.
LIBRARIAN II (LRMDS Administrator)	SG 15	<u>Education:</u> - Bachelor's degree in Library Science or Information Science - Bachelor of Science in Education /Arts Major in Library Science <u>Experience:</u> - one (1) year of relevant experience <u>Eligibility:</u> - RA 1080 <u>Training:</u> - four (4) hours of relevant training <b>Preferred Qualification:</b> ICT knowledge/ Information Science	To manage, maintain and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the school's division library.  To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services.

POSITION	SALARY GRADE	QUALIFICATION STANDARDS	JOB DESCRIPTION
PROJECT DEVELOPMENT OFFICER II (LRMDS)	SG 15	<u>Education:</u> - Bachelor's degree relevant to the job <u>Experience:</u> - One (1) year relevant experience <u>Eligibility:</u> - Career Service Professional (2nd Level Eligibility) <u>Trainings:</u> - 4 hours of relevant training <u>Preferred Qualification:</u> Basic knowledge in computer operation	To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs in sourcing out the necessary support for the teams including providers for the needed competencies.
GUIDANCE COUNSELOR II	SG 12	<u>Education:</u> - Bachelor's degree in Guidance and Counseling or in any allied discipline <u>Experience:</u> - One (1) year relevant experience <u>Eligibility:</u> - RA 1080 (Guidance Counselor) <u>Trainings:</u> - 4 hours of relevant training	<ul style="list-style-type: none"> <li>- Provides orientation to students in all year levels</li> <li>- Formulates guidance and counseling forms including individual inventory, agreement forms</li> <li>- Administers and interprets individual and groups psychological and projective tests</li> <li>- Provides effective individual and group counseling</li> <li>- Holds parent-teacher conferences</li> <li>- Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management</li> <li>- Identifies student's need and problems</li> <li>- Makes an action research based on the result of the identification of students' needs and problems</li> <li>- Makes referral to other gov't agencies</li> <li>- Provides career counseling and scholarship programs to students</li> <li>- Coordinates with the community, NGO's and GO's for program support</li> </ul>
ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)	SG9	<u>Education:</u> - Completion of 2 years in college <u>Experience:</u> - One (1) year relevant experience <u>Eligibility:</u> - Career Service Professional (1st Level Eligibility) <u>Trainings:</u> - 4 hours of relevant training	To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of account, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.
REGISTRAR I	SG 11	<u>Education:</u> - Bachelor's degree <u>Experience:</u> - None required <u>Eligibility:</u> - Career Service Professional (2nd Level Eligibility) <u>Trainings:</u> - None required	Receives, updates and maintains the records, reports and documents of the school, its staff and learners; Manages and updates the Learner Information System (LIS); Ensure an efficient process of registration and enrollment; Facilitates the process of releasing records of the school, staff and learners.
ADMINISTRATIVE OFFICER II	SG 11	<u>Education:</u> - Bachelor's degree <u>Experience:</u> - None required <u>Eligibility:</u> - Career Service Professional (2nd Level Eligibility) <u>Trainings:</u> - None required	Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head.

<u>POSITION</u>	<u>SALARY GRADE</u>	<u>QUALIFICATION STANDARDS</u>	<u>JOB DESCRIPTION</u>
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	SG 8	<u>Education:</u> - Completion of 2 years in college <u>Experience:</u> - One (1) year relevant experience <u>Eligibility:</u> - Career Service Professional (1st Level Eligibility) <u>Training:</u> - 4 hours of relevant training	To support accounting operations by filling documents, reconciling statements, running software programs.
ADMINISTRATIVE ASSISTANT II - SHS	SG 8	<u>Education:</u> - Completion of 2 years in college <u>Experience:</u> - One (1) year relevant experience <u>Eligibility:</u> - Career Service Professional (1st Level Eligibility) <u>Trainings:</u> - 4 hours of relevant training	Provides administrative and clerical support to his/her supervisor. May be designated to assist the Principal or Asst. Principal. May be designated as property custodian or to the canteen services of the school, as deemed necessary. Reports directly to the School Principal.