



Republic of the Philippines  
Department of Education

MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO  
RELEASED  
BY: [Signature]  
DATE: MAR 01 2022  
DIVISION OFFICE  
CORRALPIRAO

Office of the Schools Division Superintendent

February 28, 2022

DIVISION MEMORANDUM  
S. 2022- 000069

**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT POSITIONS  
IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. With the intent to fill in the vacant position in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents for interested applicants**, on or before **March 21, 2022 at 5:00pm**. Applicants may send their pertinent papers to the Schools Division Office or through the official email address of the Schools Division of Occidental Mindoro ([occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)) with name as subject and the position applying for (ex. Dela Cruz, Juan\_Registrar I).

2. **Deped Order No. 66, s. 2007 (for non-teaching positions) and Deped Order 42, s 2007 (for School Head position)** shall be the basis in the evaluation and assessment of each document. Interested applicants should attach the following documents with their application letter: duly accomplished Personal Data Sheet (Revised 2017) with work experience sheet, performance ratings (if any), certificate/s of employment/service record, certificate/s of trainings attended, documents for outstanding accomplishments (if any), Transcript of Records and copy of eligibility. **Incomplete documents shall not be entertained.**

3. The vacant positions shall be open to all qualified applicants regardless of age, sexual orientation/gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

OSDS/HR/ECFMM



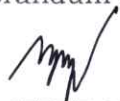
✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1848/09296301543  
✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
📍 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

4. Below is the Qualification Standards set by the Civil Service Commission for the vacant positions:

POSITION	NO OF ITEM/S	SALARY GRADE	QUALIFICATION STANDARD
Principal IV (1 Secondary, 3 for Elementary)	4	22	<p><b>For Elementary:</b>  <b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management  <b>Experience:</b> 3 years as Principal  <b>Training:</b> 40 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p> <p><b>For Secondary:</b>  <b>Education:</b> Bachelor's degree in Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management  <b>Experience:</b> 3 years as Principal  <b>Training:</b> 40 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Registrar I	2	11	<p><b>Education:</b> Bachelor's Degree  <b>Experience:</b> None Required  <b>Training:</b> None Required  <b>Eligibility:</b> Career Service (Professional) Second Level Eligibility</p>
Nurse II	1	16	<p><b>Education:</b> Bachelor of Science in Nursing  <b>Experience:</b> 1 year of relevant experience  <b>Training:</b> 4 hours relevant training  <b>Eligibility:</b> RA 1080 (Nurse)</p>
Administrative Assistant III (Senior Bookkeeper)  <i>**preferably BS Accountancy graduate</i>	11	9	<p><b>Education:</b> Completion of 2 years in College  <b>Experience:</b> 1 year of relevant experience  <b>Training:</b> 4 hours relevant training  <b>Eligibility:</b> Career Service (SubProfessional) First Level Eligibility</p>

Administrative Assistant II (Administrative Assistant)	7	8	<b>Education:</b> Completion of 2 years in College <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours relevant training <b>Eligibility:</b> Career Service (SubProfessional) First Level Eligibility
Administrative Assistant II (Bookkeeper)  <b>**preferably BS Accountancy graduate</b>	3	8	<b>Education:</b> Completion of 2 years in College <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours relevant training <b>Eligibility:</b> Career Service (SubProfessional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	2	8	<b>Education:</b> Completion of 2 years in College <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours relevant training <b>Eligibility:</b> Career Service (SubProfessional) First Level Eligibility

5. Widest dissemination of and compliance to this Memorandum are desired.



**LYNN G. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Reference:  
As stated

Inclosure:  
None

To be indicated in the Perpetual  
Index under the following Subjects:

PERSONNEL  
RECRUITMENT

SELECTION  
APPLICATION

QUALIFICATION STANDARDS  
VACANCY