



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

DEPED OCCIDENTAL MINDORO  
RELEASED  
BY: [Signature]  
DATE: JUL 05 2022  
DIVISION OF HRD  
MAMBURAO

Office of the Schools Division Superintendent

July 4, 2022

**DIVISION MEMORANDUM**  
No. 000255, s. 2022

**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 **July 11, 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.

4. The following is the table of Qualification Standards approved by the Civil Service Commission for the vacant positions:

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

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POSITION	NO OF ITEM/S	SALARY GRADE	QUALIFICATION STANDARD
Principal III (1 for High School, 4 for Elementary)	5	21	<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> 2 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> 2 years as Principal  <b>Training:</b> 40 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Principal II (for Elementary)	3	20	<p><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> 1 year as Principal  <b>Training:</b> 40 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Principal I (for Elementary)	29	19	<p><b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units  <b>Experience:</b> Head Teacher for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years  <b>Training:</b> 40 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Head Teacher III (for Elementary)	3	16	<p><b>Education:</b> Bachelor's Degree in Elementary Education or Bachelor's degree with 18 Units profl education  <b>Experience:</b> 1 year as Head Teacher II, 2 years as Head Teacher I  <b>Training:</b> 24 hours of relevant training</p>

Head Teacher II (for Elementary)	4	15	<p><b>Eligibility:</b> RA 1080 (Teacher)</p> <p><b>Education:</b> Bachelor's Degree in Elementary Education or Bachelor's degree with 18 Units prof'l education</p> <p><b>Experience:</b> 1 year as Head Teacher</p> <p><b>Training:</b> 24 hours of relevant training</p> <p><b>Eligibility:</b> RA 1080 (Teacher)</p>
Head Teacher I (1 for High School and 3 for Elementary)	4	14	<p><b>Education:</b> Bachelor's Degree in Elementary Education or Bachelor's degree with 18 Units prof'l education</p> <p><b>Experience:</b> 3 years as Teacher; TIC for 1 year</p> <p><b>Training:</b> 24 hours of relevant training</p> <p><b>Eligibility:</b> RA 1080 (Teacher)</p>
Registrar I	1	11	<p><b>Education:</b> Bachelor's Degree</p> <p><b>Experience:</b> None Required</p> <p><b>Training:</b> None Required</p> <p><b>Eligibility:</b> Career Service (Professional) Second Level Eligibility</p>
Administrative Officer II	5	11	<p><b>Education:</b> Bachelor's Degree</p> <p><b>Experience:</b> None Required</p> <p><b>Training:</b> None Required</p> <p><b>Eligibility:</b> Career Service (Professional) Second Level Eligibility</p>
Education Program Specialist II (SDO)	1	16	<p><b>Education:</b> Bachelor's degree in Education or its equivalent</p> <p><b>Experience:</b> 2 years experience in education research, development, implementation or other relevant experience</p> <p><b>Training:</b> 4 hours relevant training</p> <p><b>Eligibility:</b> RA1080 (Teacher)/ Career Service (Professional) Appropriate Eligibility for Second Level Position</p>
Administrative Assistant III (Senior Bookkeeper)  <b>**preferably BS Accountancy graduate</b> (for Lubang Integrated School)	1	9	<p><b>Education:</b> Completion of 2 years in College</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> 4 hours relevant training</p> <p><b>Eligibility:</b> Career Service (SubProfessional) First Level Eligibility</p>

Administrative Assistant II (Administrative Assistant)	4	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>	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
Administrative Assistant II (Disbursing Officer II)	1	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 Aide VI (Clerk III)	2	6	<b>Education:</b> Completion of 2 years in College <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Subprofessional)/ First Level Eligibility

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

  
**LYNN G. MENDOZA**

OIC, 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