



Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City 7100

Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

To : Assistant Schools Division Superintendent  
 Chief, CID  
 Chief, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/Principals/TIC  
 All Others Concerned  
 This Division

From : **MA. LIZA R. TABILON EdD, CESO VI**  
 Schools Division Superintendent *q* *lt*

SUBJECT : ANNOUNCEMENT FOR THE OPENING OF VACANT  
 POSITIONS OF EDUCATION PROGRAM SPECIALIST (MAPEH) &  
 ADMINISTRATIVE OFFICER II (PAYROLL SERVICES)

DATE : February 6, 2020

1. Please be informed that the positions below are now open to all interested and qualified applicants:

Vacant Positions	Salary Grade	Education Requirements	Experience	Training Requirements	Eligibility
EDUCATION PROGRAM SUPERVISOR	22	MASTER'S DEGREE IN EDUCATION OR OTHER RELEVANT MASTER'S DEGREE WITH SPECIFIC AREA OF SPECIALIZATION	3 YEARS AS PRINCIPAL OR 2 YEARS AS HEAD TEACHER OR 2 YEARS AS MASTER TEACHER	9 HOURS RELEVANT TRAINING	PBET/LET



*"Be and Do Much Better Each Day with a Sense of Urgency"*





Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City 7100

Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

ADMINISTRATIVE OFFICER II	11	BACHELORS DEGREE RELEVANT TO THE JOB		NONE REQUIRED	CS PROF
---------------------------	----	--------------------------------------	--	---------------	---------

2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent received at the Division Records, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a plain white folder arranged as listed. Applicants must submit one (1) folder for every position he/she is applying for.

- A. Application Letter stating the specific position applied for
- B. Omnibus Certification under Oath (pls. see attached format)
- C. CSC Form 212
- D. Photocopy of PRC License, if applicable
- E. Eligibility of Rating
- F. Performance Rating for the Last three (3) rating periods with numerical and descriptive
- G. Updated Service Records/Certification of Employment (with inclusive dates)
- H. Transcript of Records
- I. Certificates of Outstanding Accomplishments, if any
- J. Certificates of Trainings/Seminars/Scholarships attended, if any
- K. Other documents relevant to the position applied to.

3. Deadline of submission of documents is on **February 17, 2020**.

4. DepEd Order No. 66 Level 2 and Level, s. 2007 is the tool used in evaluating documents of teaching, non-teaching and related-teaching positions .

5. Applicants are advised to bring the original documents on the day of evaluation for verification purposes. All pending requirements must be submitted on or before the deadline of the application.

6. The Division Selection Committee will inform the applicants through contact numbers indicated in their Personal Data Sheet as to the schedule of evaluation of documents and interview.

7. For immediate, wide dissemination and compliance.



*"Be and Do Much Better Each Day with a Sense of Urgency"*

