



December 20, 2018

**Division Memorandum**

No. 100 s. 2018

**ANNOUNCEMENT OF VACANCY IN THE DIVISION OF ANTIPOLO CITY**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors, (CID, SGOD)  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary and Secondary School Heads/Principals/TICs/OICs  
All others concerned

1. This Office announces the following vacant positions in the Division of Antipolo City:

Position	Salary Grade	Education	Experience	Training	Eligibility
School Principal IV (San Jose NHS)	22	Bachelors Degree in Secondary Education; or Bachelors's Degree with 18 professional education units + 6 units of Management	3 years as Principal	40 hours relevant training	RA 1080

2. The recruitment and selection process for the vacant positions shall follow the provisions and criteria in DepEd Order No. 42, S. 2007.
3. All qualified and interested applicants are invited to submit to the **HR Office, DepEd Antipolo City, Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle,**

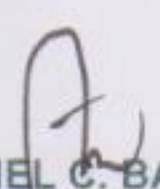


Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



**Brgy. San Isidro, Antipolo City** an application letter together with the following original and/or authenticated documents on or before **January 3, 2019**:

- a. Personal Data Sheet (PDS) with recent photo
  - b. Latest approved appointment
  - c. Transcript of Records (TOR) authenticated by institution or university
  - d. Photocopy of License/Proof of eligibility, authenticated by appropriate institution
  - e. Performance Ratings for the last 3 rating periods
  - f. Service Record/Certificate of employment with brief description of duties and responsibilities (experience must be relevant to the duties and functions of the position to be filled)
  - g. Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/resource Speakership)
  - h. Certificate of Training for the last 5 years relevant to the position to be filled.
4. No additional documents will be accepted after the scheduled date of submission to the Division Office.
  5. Please regularly visit DepEd Antipolo City website [www.depedantipolo.com](http://www.depedantipolo.com) or its facebook account for further announcement.
  6. Immediate dissemination of this Memorandum is desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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