



Department of Education
Region X-Northern Mindanao
DIVISION OF ILIGAN CITY



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VACANCY ANNOUNCEMENT

DIVISION	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
UNIT/OFFICE	Division Office	
POSTION PROFILE		
Position:	HEAD TEACHER III (Elementary)	Salary Grade: SG 16 Annual Salary: Php 360,528
Item No:	OSEC-DECSB-HTEACH3-660065-2003 OSEC-DECSB-HTEACH3-660068-2003 OSEC-DECSB-HTEACH3-660070-2003 OSEC-DECSB-HTEACH3-660072-2003 OSEC-DECSB-HTEACH3-660074-2003	
Reports to:	Principal/PSDS/CES/ASDS/SDS	
CORE COMPETENCIES		
	<ul style="list-style-type: none"> •Self- Management •Professionalism and ethics •Result focus 	<ul style="list-style-type: none"> •Teamwork •Service orientation •Innovation
QUALIFICATION		
Education	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	
Experience	Head Teacher for 2 years; or Teacher In-Charge for 2 years; or Teacher for 5 years	
Training	24 hours relevant training	
Eligibility	RA 1080/LET/PBET	

APPLICATION PROCEDURE

1. **Register** and apply for a position at DepEd Iligan Electronic Database of Applicants by visiting <http://tinyurl.com/depedigneda>.
2. **Submit** the following documentary requirements in a plastic folder with fastener to the Records Section on or before **June 21, 2017 (Wednesday)**:
 - a. Letter of Intent (addressed to the Schools Division Superintendent). Kindly include the position with the corresponding office you are applying for.
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Curriculum Vitae
 - d. Photocopy of Certificate of Eligibility
 - e. Photocopy of the Performance Ratings for the last three (3) rating periods from January 2014 onwards
 - f. Photocopy of Certificate of relevant experience
 - g. Photocopy of Certificate of outstanding accomplishments
 - h. Photocopy of latest transcript of Records
 - i. Photocopy of Certificate of relevant training and seminars attended
3. Applicants are expected to:
 - Bring all original documents for verification purposes; and
 - Submit one set of documents for every position he/she is applying for.