



DIVISION OF NORTHERN SAMAR

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DIVISION MEMORANDUM

JANUARY 7, 2021

No. 064 s.2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary/Secondary School Heads
Sections Heads
All Others Concerned

From: **DR. GORGONIO G. DIAZ JR., CESO V**
Schools Division Superintendent

SUBJECT: **Screening, Selection and Evaluation of Applicants for Vacant Teaching and Non-Teaching Items @ Bobon School for Philippine Craftsmen**

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on **January 20, 2021**.

- 1.1 (1) Head Teacher I (SG-14)
- 1.2 (1) Administrative Assistant II
- 1.3 (2) Watchman (SG-2)

2. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Head Teacher I (Secondary)	14	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units with appropriate field of specialization	Teacher-In-Charge for 1 year, Teacher for 3 years	24 hours of relevant training	RA 1080
Administrative Assistant II	08	Completion of two years studies in college	1 year of relevant experience	4 hrs. of relevant training	Civil Service (Sub professional)1 st Level Eligibility
Watchman I	02	Elementary School Graduate	None Required	None Required	None Required

3. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for

