



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 5, 2024

DIVISION MEMORANDUM

No. 076, s. 2024

ADDENDUM TO DIVISION MEMORANDUM NO. 061 s. 2024
RE: CALL FOR APPLICATION FOR PRINCIPAL I, II, III, IV,
HEAD TEACHER I, II, III, IV, V, VI AND
OTHER NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals in-Charge
Unit/Section Heads
Elementary and Secondary School Heads
Human Resource Merit, Promotion and Section Board
All Others Concerned

1. Please be informed that additional School Administration and Non-teaching positions will be included in the board hearing for School Administration, Related Teaching and Non-teaching positions in DepEd Northern Samar.

Bobon School for Philippine Craftsmen	No. of Vacant Positions
Head Teacher IV	1

Pambujan National High School	No. of Vacant Positions
Head Teacher II	1

NON-TEACHING POSITIONS	No. of Vacant Positions
Administrative Assistant I	1
Administrative Aide VI (Clerk)	1



2. Applicants for the following positions must meet the following Qualification Standards.

Position Title	SG/ Level	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Administrative Assistant I	7/1	***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility
Administrative Aid VI	6/1	***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

3. For immediate and wide dissemination.


GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
 Schools Division Superintendent