



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



**UNNUMBERED MEMORANDUM**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Administrative Officers  
 School Heads  
 Teachers and Non-Teaching Personnel  
 Others Concerned

RELEASE  
 DEPED  
 DATE: 8.29.19  
 BY: [Signature]  
 P 4922

DATE: August 30, 2019

SUBJECT: **Vacancies for School Head and Non-Teaching Positions**

This Division hereby announces the vacancies for School Principal III position at Judge Jose de Venecia, Sr. Technical-Vocational Secondary School and Administrative Assistant I position in the Schools Division Office, Budget Unit.

**Position: School Principal III**

Qualification Standard:

Education: Bachelor's Degree in Secondary Education plus 6 units of Management

Experience: 2 years as Principal

Training: 40 hours of relevant training

Eligibility: RA 1080 (Teacher) and Principal's Test Passer

Criteria and Requirements: DepEd Order No. 42, s. 2007

**Position: Administrative Assistant I (Accounting Machine Operator)**

Qualification Standard:

Education: Completion of 2 years studies in college

Experience: None required

Training: None required

Eligibility: CS Sub-Professional; First Level Eligibility

Criteria and Requirements: DepEd Order No. 66, s. 2007

Applicants shall submit one (1) folder (Photocopy) on or before **September 19, 2019** to the Division HR Office.

It is advised that applicants shall bring their original documents during the interview.

Immediate dissemination is hereby advised to all concerned.

DEPED  
**RECEIVED**  
 DATE: 08/29/19  
 TIME: 3:50 PM  
 EYNANTE B. INFANTE

*[Signature]*  
 DR. LORNA O. BUGAYONG, CESO VI  
 Schools Division Superintendent