

Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DIVISION MEMORANDUM

No. 293, s. 2021

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

DATE: November 4, 2021

SUBJECT: **VACANCIES FOR TEACHING AND NON-TEACHING POSITIONS**

This Division hereby announces the vacancies for the following teaching and non-teaching positions:

Vacant Position	Qualification Standard	Unit/ school where vacancy exist
School Principal IV (1 item)	Education: Bachelor's degree in Education or its equivalent plus 6 units management Training: 40 hours of relevant training Experience: 3 years as principal Eligibility: RA 1080 (Teacher) Preferred Qualification: Principal's Test passer	Elementary
Assistant School Principal II (1 item)	Education: Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education Training: 8 hours of relevant training Experience: 2 years of relevant experience Eligibility: RA 1080 (Teacher) Preferred Qualification: Principal's Test passer	Senior High School
Teacher III (5 items)	Education: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education Training: none required Experience: 2 years of relevant experience Eligibility: RA 1080 (Teacher)	Elementary schools
Teacher II (1 item)	Education: Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major Training: none required Experience: 1 year of relevant experience Eligibility: RA 1080 (Teacher)	Judge Jose De Venecia, Sr. Technical-Vocational Secondary School
Security Guard I (1 item)	Education: High School Graduate with Trainings/ License Training: none required Experience: none required Eligibility: Security Guard License (MC 11,s. - Cat. II)	Judge Jose De Venecia, Sr. Technical-Vocational Secondary School



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph





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Interested applicants are required to submit two sets of folders containing the following documents on or before **November 19, 2021**:

- a. Application letter addressed to the Schools Division Superintendent
 - b. Personal Data Sheet (CSC form 212, revised 2017)
 - c. Eligibility, *photocopy*
 - d. Performance Rating (last three rating periods), *photocopy*
 - e. Service Record / Certificate of Employment, *photocopy*
 - f. Certificate of Outstanding accomplishment, *photocopy*:
 - Outstanding employee award
 - Innovation
 - Research and development projects
 - Publication/authorship
 - Consultant/resource speaker in training/seminar/symposia
 - g. Official Transcript of Record, *photocopy*
 - h. Certificate of Training, *photocopy*
- (Original copies of documents c to h should be available on the day of the assessment for verification)

Documents shall be fastened in a long folder in an orderly manner with proper ear tabs and shall be submitted thru personal delivery or courier addressed to:


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City

Applicants may also send their application thru the official email address:
depeddagupan@deped.gov.ph.

This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

As reference for assessment, applicants are encouraged to read the following issuances: **DO Order 66, s. 2007** (for Teaching, Non-Teaching & other Related Teaching Position); **DepEd Order No. 42, s. 2007** (for School Head position); and **MEC Order No. 10, s. 1979** and **MEC Order 29, s. 1979** (for Master Teacher position).

For information and guidance.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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