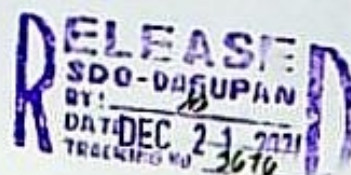




Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 395, 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: December 21, 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
Head Teacher I (one item)	<u>Education:</u> Bachelors Degree in Secondary Education, or Bachelor's Degree with 18 professional education units with appropriate field of specialization <u>Training:</u> 24 Hours relevant training <u>Experience:</u> TIC for 1 year, or Teacher for 3 years <u>Eligibility:</u> RA 1000 (Teacher), LET/PBET	JHS – Federico N. Ceralde Integrated School
Teacher III (one item)	<u>Education:</u> Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education <u>Training:</u> None Required <u>Experience:</u> 2 years of relevant experience <u>Eligibility:</u> RA 1060 (Teacher), LET/PBET	Elementary
Registrar I (one item)	<u>Education:</u> Bachelor's degree <u>Training:</u> none required <u>Experience:</u> none required <u>Eligibility:</u> Career Service Professional/ Second Level Eligibility	SHS
Teacher II (two items)	<u>Education:</u> Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education <u>Training:</u> none required <u>Experience:</u> 1 year of relevant experience <u>Eligibility:</u> RA 1060 (Teacher), LET/PBET	Elementary
Administrative Assistant III (two items)	<u>Education:</u> Completion of two-year studies in college <u>Training:</u> 4 hours of relevant training <u>Experience:</u> 1 year of relevant experience <u>Eligibility:</u> Career Service Sub-Professional / First level eligibility <i>(preferred qualifications: with experience and training in accounting/bookkeeping, budgeting and/or disbursing)</i>	OSDS
Administrative Assistant II (three items)	<u>Education:</u> Completion of two-year studies in college <u>Training:</u> 4 hours of relevant training <u>Experience:</u> 1 year of relevant experience <u>Eligibility:</u> Career Service Sub-Professional / First level eligibility	OSDS (1 item) SHS (2 items)



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







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**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

Interested applicants are required to submit two sets of folders containing the following documents on or before **January 5, 2022**:

- 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](mailto: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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