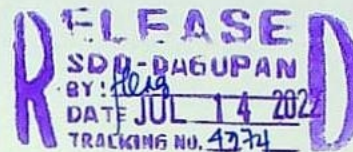




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 255, s. 2022

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: July 14, 2022

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 exists
Master Teacher II (one item)	Education: Bachelor's of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in education or its equivalent Training: 4 hours of relevant training Experience: 1 yr as Master Teacher I or 4yrs as Teacher III Eligibility: LET/PBET Competency: Not applicable	Elementary
Special Education Teacher III (one item)	Education: Bachelor's degree in Education with specialization in Special Education Training: 4 hours relevant training Experience: 2 years experience as Special Education Teacher Eligibility: LET/PBET Competency: Not applicable	Elementary
Head Teacher II (one item)	Education: Bachelors Degree in Elementary Education; or Bachelor's Degree with 18 professional education units Training: 24 hours relevant training Experience: HT for 1 year; or TIC for 1 year; or Teacher for 4 yrs Eligibility: LET/PBET Competency: Not applicable	Elementary



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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Teacher III (one item)	Education: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 2 years of relevant training Eligibility: LET/PBET Competency: Not applicable	Elementary
Teacher II (one item)	Education: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject Training: None required Experience: None required Eligibility: Teacher; if not eligible, they must pass the LET within five (5) years after the date of first hiring Competency: HUMSS I-C (Social Studies; Social Sciences)	SHS
Administrative Officer II (one item)	Education: Bachelor's Degree relevant to the job Training: None required Experience: None required Eligibility: Career Service Professional/ Second Level Eligibility Competency: Knowledge in HR and Property Management	Elementary
Administrative Assistant II (one item)	Education: Completion of two-year studies in college Training: 4 hours of relevant training Experience: 1 year of relevant experience Eligibility: Career Service Sub-Professional/ First Level Eligibility Competency: Knowledge in accounting/budgeting; ICT skills (spreadsheets)	OSDS

Interested applicants are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- Letter of intent addressed to the SDS;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of Certificate of Eligibility; or PRC License and Board Rating;
- Photocopy of Transcript of Records (TOR);
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of at most three (3) latest Performance Ratings, if applicable;
- Omnibus Sworn Statement (as to veracity and authenticity of submitted documents), if applicable;



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Additional documentary requirements

- i. Documentary evidence for Outstanding Accomplishment for School Head, Non-Teaching, Related-Teaching and Teaching Positions (except Master Teacher and entry-level teaching positions):
 1. Certificate of Recognition as Outstanding Employee
 2. Innovation
 3. Research and Development Projects
 4. Publication / authorship
 5. Resource Speaker/Consultant
- j. Other documents as may be required in existing hiring and promotion guidelines mentioned below as references.

Mandatory documentary requirements (items a to h) shall be submitted on or before **July 25, 2022**, while additional documentary requirements (item i to j) may be submitted on the day of assessment/interview. No additional documentary requirement shall be accepted after the applicant has been assessed/interviewed.

Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants

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 V
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: depeddagupanhr@gmail.com.

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 V
Schools Division Superintendent



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