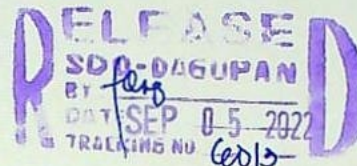




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 328, 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: September 5, 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 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 relevant training Experience: 1 yr as Master Teacher I or 4 yrs as Teacher III Eligibility: LET/PBET Competency:	Elementary
Master Teacher I (one item)	Education: Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent Training: None required Experience: 3 years teaching experience Eligibility: LET/PBET Competency:	Elementary
Teacher II (two items)	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: RA 1080 (Teacher); if not eligible, they must pass the LET within five (5) years after the date of first hiring Competency:	SHS
Administrative Assistant III (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 Preferred Qualification: Knowledge In accounting tasks and spreadsheet software	OSDS- Accounting Unit
Administrative Aide VI (one item)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: Career Service Sub-professional/ First Level Eligibility Competency:	OSDS- Supply Unit



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



Management System
ISO 9001:2015



www.tuv.com
ID: 9108050037



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

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

Mandatory documentary requirements:

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

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 **September 15, 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



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

