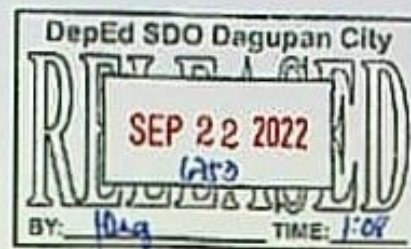




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 360, 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 22, 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
Head Teacher II (one item) HTEACH2-60202-1998	Education: Bachelor's 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 years Eligibility: LET/PBET Competency: Not applicable	Elementary
Teacher III (two items) TCH3-60687-2014 TCH3-60706-2014	Education: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education Training: None Required Experience: 2 years relevant experience Eligibility: LET/PBET Competency: Not applicable	Elementary
Security Guard I (one item) SECG1-60008-2002	Education: High School Graduate Training: None Required Experience: None required Eligibility: Security Guard License (MC 11, S. - Cat. II) Competency: Not applicable	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:

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 **October 3, 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



Address: Burgos St., Poblacion Oeste, Dagupan City
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SCHOOLS DIVISION OFFICE 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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