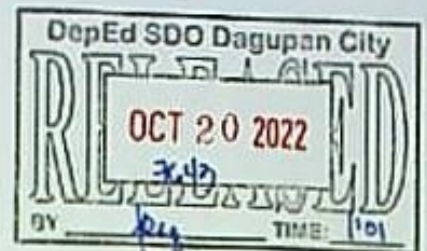




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 411, 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:** October 19, 2022

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

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

Vacant Position	Qualification Standard	Unit/School where vacancy exists
Guidance Coordinator III (One Item)	<i>Education:</i> Master's Degree in Guidance and Counseling, <i>Training:</i> 4 hrs of relevant training <i>Experience:</i> 1 year of Relevant Experience <i>Eligibility:</i> RA 1080, as amended, (Guidance Counselor)	Dagupan City NHS
Teacher III (One Item)	<i>Education:</i> BSED or Bachelor's Degree plus 18 professional units in Education; <i>Training:</i> None Required; <i>Experience:</i> 2 years of Relevant Experience <i>Eligibility:</i> PBET, LET	Dagupan City NHS

Interested applicants are required to submit two sets of folders containing the following documents on or before **October 25, 2022**:



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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**Mandatory documentary requirements:**

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Personal Data Sheet (CS Form No. 212, Revised 2017),
- c. Photocopy of Certificate of Eligibility;
- d. Photocopy of Transcript of Records (TOR),
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificate of Outstanding accomplishment;
  - Certificate of Recognition as Outstanding Employee
  - Innovation
  - Research and Development Projects
  - Publication / authorship
  - Consultant/resource speaker in training/seminar/symposia;
- g. Photocopy of Official Transcript of Record;
- h. Photocopy of Certificate of Training;
- i. Other documents as may be required in existing hiring and promotion guidelines mentioned below as references.

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](mailto: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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