



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 460, 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: November 16, 2022

SUBJECT: VAGANCIES 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
Teacher II (One Item)	<i>Education:</i> BSED or Bachelor's Degree plus 18 professional units in Education; <i>Training:</i> None Required <i>Experience:</i> 1 year of Relevant Experience <i>Eligibility:</i> PBET, LET	Dagupan City NHS
Administrative Aide III (One Item)	<i>Education:</i> At least two years in College <i>Training:</i> None Required <i>Experience:</i> None Required <i>Eligibility:</i> CSC Sub Prof	Dagupan City NHS

Interested applicants are required to submit two sets of folders containing the following documents on or before **November 21, 2022**:



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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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.

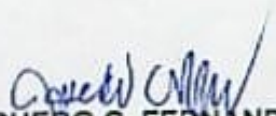
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City

Applicants may also send their application thru the official email address:
depeddagupanhr@gmail.com

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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