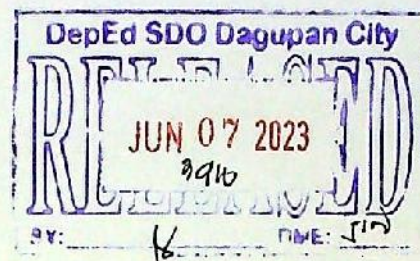




Republic of the Philippines  
**Department of Education**  
 REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**DIVISION MEMORANDUM**

No. 219, s. 2023

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: June 6, 2023

SUBJECT: **VACANCIES FOR SCHOOL ADMINISTRATION, RELATED TEACHING AND NON-TEACHING POSITIONS**

This Division is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	Qualification Standards					Place of Assign- ment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Education Program Supervisor - SG 22 (P71,511)  Item Number: OSEC-DECSB- EPSVR-60056-2010	Master's degree in education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		Curriculum Implementation Division
2	Head Teacher II - SG 15 (P36,619)  Item Number: OSEC-DECSB-HTEACH2- 60282-1998; OSEC-DECSB-HTEACH2- 60286-1998	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 yrs	RA 1080 (Teacher)		Elementary



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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3	Administrative Assistant II - SG 8 (P19,744)  Item Numbers: OSEC-DECSB-ADAS2-60115-2016;  OSEC-DECSB-ADAS2-60179-2017;  OSEC-DECSB-ADAS2-60118-2016;  OSEC-DECSB-ADAS2-60024-2015;  OSEC-DECSB-ADAS2-60176-2017;  OSEC-DECSB-ADAS2-60116-2016;  OSEC-DECSB-ADAS2-60180-2017	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility		Senior High School  East Central Integrated School  Senior High School  OSDS  OSDS  Senior High School  Federico N. Ceralde Integrated School
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Please see attached job description for each vacant position.

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, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



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- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in item I is not relevant to the position to be filled, if applicable.

Deadline for submission of abovementioned documentary requirements shall be on JUN 19 2023. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

No additional documents shall be accepted after the deadline.

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:

**ROWENA C. BANZON, 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).

The schedule of activities for assessment will be sent thru email address of qualified applicants which shall be sent not earlier than June 19, 2023.

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 refer to DepEd Order No. 007, s. 2023.

For information and guidance.

  
**ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



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## EDUCATION PROGRAM SUPERVISOR

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	<ol style="list-style-type: none"> <li>1. Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.</li> <li>2. Develop together with School M&amp;E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.</li> <li>3. Submit (together with School M&amp;E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</li> <li>4. Submit (together with School M&amp;E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</li> <li>5. Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</li> <li>6. Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</li> <li>7. Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation</li> </ol>
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ol style="list-style-type: none"> <li>1. Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.</li> <li>2. Develop (with School M&amp;E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.</li> <li>3. Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.</li> <li>4. Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region</li> </ol>
LEARNING DELIVERY	<ol style="list-style-type: none"> <li>1. Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.</li> <li>2. Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.</li> </ol>
LEARNING RESOURCE	<ol style="list-style-type: none"> <li>1. Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum</li> <li>2. Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials</li> </ol>
LEARNING OUTCOMES ASSESSMENT	<ol style="list-style-type: none"> <li>1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.</li> <li>2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports</li> </ol>
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	<ol style="list-style-type: none"> <li>1. Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.</li> <li>2. Drafts policy recommendations on curricular support activities for regional adoption.</li> </ol>
RESEARCH	<ol style="list-style-type: none"> <li>1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.</li> </ol>
TECHICAL ASSISTANCE	<ol style="list-style-type: none"> <li>1. Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions</li> <li>2. Coordinate with the PSDS to arrive at a technical assistance plan for each district.</li> <li>3. Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.</li> <li>4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools</li> <li>5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration</li> </ol>

## ADMINISTRATIVE ASSISTANT II (Disbursing Officer for JHS)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Records	1. Ascertains that transaction have been properly recorded in books
	2. Assists in the Preparation of trial balances, monthly statements of income and expenditure and other financial statements
	3. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
	4. Other related budgeting and accounting tasks as may be assigned by superior

## ADMINISTRATIVE ASSISTANT II (Accounting Clerk)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Records	1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.
	2. Maintains accounting databases by entering data into the computer and processing backups.
	3. Reconciles bank statements by comparing statements with general ledger.
Accounting Reports	1. Verifies financial reports by running performance analysis software program.
	2. Determines value of depreciable assets by running depreciation software program

## ADMINISTRATIVE ASSISTANT II (for SHS)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
General Administrative	Provides administrative and clerical support to his/her supervisor
	May be designated to assist either the Principal/School Head or any of the Assistant Principal
	May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
	Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head

## HEAD TEACHER II

### DUTIES AND RESPONSIBILITIES

1. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
2. Recommends changes in policies affecting curriculum and instruction
3. Supports School-Based Management (SBM)
4. Ensures adherence to DepEd Orders and other issuances
5. Assists in implementing programs of the school
6. Implements innovations and alternative delivery schemes
7. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
8. Proposes plans and implements SB INSET
9. Prepares and submits monthly supervisory/accomplishment report
10. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
11. Monitors the teaching-learning process
12. Evaluates learning outcomes
13. Localizes/indigenizes curriculum
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Prepares specific budget and accounts for funds received
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Recommends staffing requirements and assists in the selection and hiring of teachers
19. Conducts department-based training as a result of training needs analysis
20. Recommends promotion of teaching and non-teaching personnel
21. Assists in maintaining the school BEIS
22. Coordinates with stakeholders on resource generation and mobilization
23. Establishes and ensures support and cooperation of stakeholders