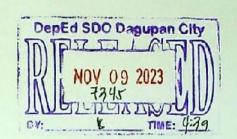


#### Republic of the Philippines Department of Education REGION I

#### SCHOOLS DIVISION OFFICE DAGUPAN CITY



#### **DIVISION MEMORANDUM**

No. 413, 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:

November 9, 2023

SUBJECT:

VACANCY FOR TEACHING POSITIONS

This Division hereby announces the vacancies for the following positions:

Vacant Position		Qualification Standard	Unit/ school where vacancy exists
Master Teacher I		Master's degree in relevant strand/subject	Senior High
(Academic Track)	Training:	8 hours training relevant to the subject area specialization	School
Item Number: MTCHR1-60129-2016	Experience:	4 years relevant teaching/industry work experience	
	Eligibility:	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
	Competency:		
Master Teacher I	Education:	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in	Dagupan City
		Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	National High School
Item Number: MTCHR1-60045-2010	Training:	None Required	
		3 years relevant experience	
	Eligibility:	PBET; LET	
	Competency:		
Master Teacher I	Education:	Bachelor of Elementary Education (BEEd) or	Elementary
		Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in	
		Education or its equivalent	
Item Number: MTCHR1-64114-1998	Training:	None Required	
		3 years relevant experience	
		PBET; LET	
	Competency:		



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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## Republic of the Philippines Department of Education REGION 1

#### SCHOOLS DIVISION OFFICE DAGUPAN CITY

Teacher III		Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education None required	Elementary
Item Number: TCH3-60711-2014	Experience:	2 years relevant experience PBET/LET	
Teacher III  Item Number: TCH3-60254-2002	Training: Experience:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major None required 2 years relevant experience LET/PBET	Dagupan City National High School
Teacher II  Item Number: TCH2-60796-2017	Training: Experience: Eligibility:	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 None Required None Required RA 1080 (Teacher); if not eligible, they must pass the LET within five (5) years after the date of first hiring	Senior High School

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;
- 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)

#### 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 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.



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

### SCHOOLS DIVISION OFFICE DAGUPAN CITY

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: <u>depeddagupanhr@gmail.com</u>.

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 Positions), MEC Order No. 10, s. 1979 and MEC Order 29, s. 1979 (for Master Teacher position).

For information and guidance.

ROWENA BANZON, CESO V Schools Division Superintendent



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