



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



Address: Burgos St., Poblacion Oeste, Dagupan City  
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email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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

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;
- Photocopy of Certificate of Eligibility; or PRC License and Board Rating;
- Photocopy of Transcript of Records (TOR);
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of at most three (3) latest Performance Ratings, if applicable;
- Omnibus Sworn Statement (as to veracity and authenticity of submitted documents)

**Additional documentary requirements**

- Documentary evidence for Outstanding Accomplishment for School Head, Non-Teaching, Related-Teaching and Teaching Positions (except Master Teacher and entry-level teaching positions):
  - Certificate of Recognition as Outstanding Employee
  - Innovation
  - Research and Development Projects
  - Publication / authorship
  - Resource Speaker/Consultant
- 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 NOV 19 2023, 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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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).

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 C. BANZON, CESO V**  
Schools Division Superintendent



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