



Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
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Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

No. 218, s. 2024

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: May 27, 2024

SUBJECT: **VACANCIES FOR TEACHING AND SCHOOL ADMINISTRATION POSITIONS**

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

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal III / SG 22 / 71,511/ OSEC-DECSB- SP3-60234- 2010 and OSEC-DECSB- SP3-60128- 2010	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management (for elem) Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units & 6 units of management (for Secondary)	40 hours of relevant training	2 years as principal	RA 1080 (Teacher)		Elementary AND Secondary



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No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
2.	Teacher III/ SG 13/ P31,320/ TCH3-60467-2013 and TCH3-60728-2011	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 (Teacher); PBET/LET		Dagupan City NHS
3.	Teacher II/ SG 12/ P29,165/ TCH2-60032-2020	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NCII plus TMC I (Appropriate to the specialization)	6 months of relevant teaching or 6 months of industry work experience	RA 1080 (Teacher); if not eligible, they must pass the LET within five (5) years after the date of first hiring		Senior High School
4.	Teacher II/ SG 12/ P29,165/ 3 items: TCH2-60051-2010; TCH2-60002-2015; TCH2-60011-2018	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major (for secondary); Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education (for Elementary)	None Required	1 years relevant experience	RA 1080 (Teacher); PBET/LET		Salapingao NHS; Elementary and Elementary

2. The job description for each vacant position is attached as Inclosure 1.

3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order 66, s. 2007



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and DepEd Order No. 007, s. 2023, whichever is applicable, prior to submission of application documents.

4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (*Enclosure 2 of this memorandum and Annex C of DepEd Order No. 007, s. 2023*), duly notarized by authorized official
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;
- f. 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;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. 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;
- 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.

5. Deadline for submission of abovementioned documentary requirements shall be on 11:59 AM 07 2024. 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.

6. No additional documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:



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- a. Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- b. Online submission thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: *position applied for full name of applicant* (ex. Administrative Officer II_Juan C. Dela Cruz)

8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day;

9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

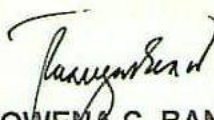
10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As reference for assessment, applicants are encouraged to read the following issuances: **DO Order 66, s. 2007 (for Teaching Positions) DepEd Order 007, s. 2024 for School Administration Position**. Criteria and point system are hereto attached as Enclosure 3.

13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

14. For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent

- Enclosure No. 1: Job Description
Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement
Enclosure No. 3a: Scoresheet for School Administration Position
Enclosure No. 3b: Scoresheet for Teacher II & Teacher III



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Enclosure No. 1 to Division Memorandum No. _____, s. 2024

Position Title: School Principal III	Salary Grade : 22
Station of Deployment: Elementary & Secondary	Monthly Salary: P 71, 511.00
QUALIFICATIONS:	
Education:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management (for Elem) Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units & 6 units of management (for Secondary)
Experience:	2 years as principal
Training:	40 hours of relevant training
Eligibility:	RA 1080 (Teacher)
Duties and Responsibilities:	<p>Setting the mission, vision, goals and objectives of the school; Creating an environment within the school that is conducive to teaching and learning; Implementing the school curriculum and being accountable for higher learning outcomes; Developing the school education program and school improvement plan; Offering educational programs, projects and services which provide equitable opportunities for all learners in the community; Introducing new and innovative modes of instruction to achieve higher learning outcomes; Administering and managing all personnel, physical and fiscal resources of the school; Recommending the staffing complement of the school based on its needs; Encouraging staff development; Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations; Accepting donations, gifts, bequests and grants for the purpose of upgrading teachers'/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the appropriate district supervisors and division superintendents; and Performing such other functions as may be assigned by proper authorities.</p>

Position Title: Teacher III	Salary Grade : 13
Station of Deployment: Dagupan City NHS	Monthly Salary: P 31,320
QUALIFICATIONS:	
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	2 years relevant experience
Training:	None Required
Eligibility:	RA 1080 (Teacher); PBET/LET





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Duties and Responsibilities:	Teaches one or more grades/levels using appropriate and innovative teaching strategies
	Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
	Counsels and guides pupils/students
	Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
	Monitors and evaluates pupils/students' progress
	Undertakes activities to improve performance indicators
	Maintains updated pupils/students progress regularly
	Maintains updated pupil/student school records
	Supports activities of governmental and non-governmental organizations
	Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
	Conducts Action Plan
	Supervises curricular and co-curricular projects and activities

Position Title: Teacher II	Salary Grade : 12
Station of Deployment: Secondary & Elementary	Monthly Salary: P 29,165

QUALIFICATIONS:

Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major (for secondary);
	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education (for Elementary)
Experience:	1 years relevant experience
Training:	None Required
Eligibility:	RA 1080 (Teacher); PBET/LET

Duties and Responsibilities:	Teaches one or more grades/levels using appropriate and innovative teaching strategies
	Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
	Counsels and guides pupils/students
	physical classroom atmosphere
	Monitors and evaluates pupils/students' progress
	Undertakes activities to improve performance indicators
	Maintains updated pupils/students progress regularly
	Maintains updated pupil/student school records
	Supports activities of governmental and non-governmental organizations as well as with parents and other stakeholders
	Conducts Action Plan
	Supervises curricular and co-curricular projects and activities





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Position Title: Teacher II	Salary Grade : 12
Station of Deployment: Senior High School	Monthly Salary: P 29,165
QUALIFICATIONS:	
Education:	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization
Experience:	6 months of relevant teaching or 6 months of industry work experience
Training:	At least NCII plus TMC I (Appropriate to the specialization)
Eligibility:	RA 1080 (Teacher); if not eligible, they must pass the LET within five (5) years after the date of first hiring
Duties and Responsibilities:	Teaches one or more grades/levels using appropriate and innovative teaching strategies
	Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
	Counsels and guides pupils/students
	physical classroom atmosphere
	Monitors and evaluates pupils/students' progress
	Undertakes activities to improve performance indicators
	Maintains updated pupils/students progress regularly
	Maintains updated pupil/student school records
	Supports activities of governmental and non-governmental organizations as well as with parents and other stakeholders
	Conducts Action Plan
Supervises curricular and co-curricular projects and activities	



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____
(to be filled out by HR section)

Position Applied for: _____

Office of the Position Applied For: _____

Contact No.: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if Applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, of applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purpose of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

SCORING SHEET for Schools Administration Positions
(based on DepEd Order 007, s. 2023)

Name of Applicant: _____
Position Applied For: _____

Date of Assessment: _____

Criteria	Means of Verification	Weight Allocation	Computation/ Rubrics / Remarks	Score
EDUCATION	OTR or Cert of Units Earned	10		
TRAINING	Certificate of Training	10		
EXPERIENCE	Service Record of CDE	10		
PERFORMANCE	Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled	25	(Performance Rating/5) x Weight Allocation	
OUTSTANDING ACCOMPLISHMENTS		10		
Awards and Recognition		7		
a.1 Outstanding Employee Award	A. Any issuance, memorandum or document showing the Criteria for the Search; AND B. Certificate of Recognition/Merit		Awards given by higher office - 4 pts Awards given by applicant's local office - 2 pt	
a.2 Award as Trainer / Coach	A. Any issuance or memorandum designating the applicant as trainer / coach; AND B. Certificate of Recognition/Appreciation as Trainer / Coach of a Winning Contestant / Event / Activity		Champion or highest placer in the National Level - 3 pts Champion or highest placer in the Regional Level - 2 pts Champion or Highest Placer in the Division /Provincial Level - 1 pt	
Research and Innovation		4		
	A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 B. Accomplishment Report verified by the Head of Office C. Certification of utilization of the Innovation or research, within the school/office duly signed by the Head of Office D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research.		MOVs Submitted: A, B, C & D - 4 pts A, B, C & E - 4 pts Only A, B and C - 3 pts Only A and B - 2 pts Only A - 1 pts	
Subject Matter Expert / Membership in NTWGs or Committees		3		
	A. Issuance of Memorandum showing the membership in NTWG or committee; B. Certificate of Participation or Attendance; and C. Output/Adoption by the organization / DepEd		MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation		2		
	A. Issuance / Memorandum / Invitation / Training Matrix; AND B. Certificate of Recognition / Merit / Commendation / Appreciation; AND C. Slide deck/s used and/or Session guide/s		Speakership in Higher Office/ Level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator		2		
	A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office		Accredited National Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		10		
	A. Action Plan approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization / adoption signed by the Head of Office		MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
APPLICATION OF L&D		10		
	A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; B. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office. C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.		MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		15		
	Appointment to Entry Level School Principal Positions: 10 Appointment to other and Higher School Head Positions: 5		(Score / Total Number of test items) x weight allocation	
Written Examinations	10	5		
Behavioural Events Interview	5	10		

INDIVIDUAL EVALUATION SHEET

NAME OF APPLICANT: _____
 Vacant Position: _____
 Date of Assessment: _____

Teaching Positions
 (DepEd Order No. 66, s. 2007)

Criteria	Pts.	Remarks	Score
A. Performance Ratings (3 Ratings)	35		
B. Experience Experience must be relevant to the duties and functions of the position to be filled Every year given a point but not to exceed 5 points	5		
C. Outstanding Accomplishments			
a. Outstanding employee award	4		
- awardee in the school/office	.75 pt.		
- awardee in the district/area/cluster	1 pt		
- awardee in the division/city/province	2 pts		
- awardee in the region	3 pts		
- National awardee	4 pts		
b. Innovations	4		
- conceptualized	.5 pt.		
- started the implementation	1 pt		
- fully implemented in the school/office	2 pts.		
- adopted in the district/area/cluster	3 pts.		
- adopted in the division/city/province	4 pts.		
c. Research and development projects	4		
- conducted in the school/office	2 pts.		
- conducted in the district/area/cluster	3 pts.		
- conducted in the division/city/province	4 pts.		
d. Publication/authorship	4		
- articles published - 1 pt. each (maximum of 4 articles)			
- co-authorship of a book	2 pts.		
- sole authorship of a book	4 pts		
e. Resource speaker/consultant	4		
- district / area / cluster level	.75 pts.		
- division / city/ province level	1 pt.		
- regional level	2 pts.		
- national level	3 pts.		
- international level	4 pts.		
D. Education	25		
- Master's Degree (Acad Reqts)	10 pts		
- Master's Degree	15 pts		
- Doctoral Degree (Acad. Reqts.)	20 pts.		
- Doctoral Degree	25 pts		
E. Training	5		
Participant in a specialized training, e.g. Specialized Programs, Short Courses, Study Grants	1 point for every month of attendance but not to exceed 5 points		
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last			
- District Level	1 pt.		
- Division Level	2 pts.		
- Regional Level	3 pts.		
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:			
- National Level	4 pts.		
- International Level	5 pts.		
Chair /Co-Chair in a technical/planning committee			
- District Level	1 pt.		
- Division Level	2 pts.		
- Regional Level	3 pts.		
- National Level	4 pts		
- International Level	5 pts		
F. Potential	5		
G. Psycho-social Attributes	5		
Total	100		