



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

Office of the Schools Division  
 Superintendent

DepEd SDO Dagupan City  
 RECORDS OFFICE

**RECEIVED**  
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**DIVISION MEMORANDUM**

No. 236, 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: June 19, 2024

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

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

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Teacher III/ SG 13/ P31,320/  OSEC-DECSB- TCH3-60725- 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

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



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)





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- 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.

**JUL 01 2024**  
5. Deadline for submission of abovementioned documentary requirements shall be on                     . 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:
  - 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](mailto: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)



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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 EdD, CESO V**  
Schools Division Superintendent

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



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Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

(to be filled out by HR section)

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 (To be filled out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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 (MOV)s 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.



## INDIVIDUAL EVALUATION SHEET

NAME OF APPLICANT: MELODY GARCE TRINIDAD

Vacant Position: Teacher III

Date of Assessment: \_\_\_\_\_

Teaching Positions

(DepEd Order No. 66, s. 2007)

Criteria	Pts.	Remarks	Score
<b>A. Performance Ratings (3 Ratings)</b>	<b>35</b>		
<b>B. Experience</b> 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	<b>5</b>		
<b>C. Outstanding Accomplishments</b>			
<b>a. Outstanding employee award</b>	<b>4</b>		
- 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>b. Innovations</b>	<b>4</b>		
- 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.		
<b>c. Research and development projects</b>	<b>4</b>		
- conducted in the school/office	2 pts.		
- conducted in the district/area/cluster	3 pts.		
- conducted in the division/city/province	4 pts.		
<b>d. Publication/authorship</b>	<b>4</b>		
- articles published - 1 pt. each (maximum of 4 articles)			
- co-authorship of a book	2 pts.		
- sole authorship of a book	4 pts		
<b>e. Resource speaker/consultant</b>	<b>4</b>		
- district / area / cluster level	.75 pts.		
- division / city/ province level	1 pt.		
- regional level	2 pts.		
- national level	3 pts.		
- international level	4 pts.		
<b>D. Education</b>	<b>25</b>		
- Master's Degree (Acad Reqts)	10 pts		
- Master's Degree	15 pts		
- Doctoral Degree (Acad. Reqts.)	20 pts.		
- Doctoral Degree	25 pts		
<b>E. Training</b>	<b>5</b>		
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 promotion:			
- 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 promotion:			
- 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		
<b>F. Potential</b>	<b>5</b>		
<b>G. Psycho-social Attributes</b>	<b>5</b>		
<b>Total</b>	<b>100</b>		