



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

DepEd SDO Dagupan City
 RECORDS OFFICE
RELEASED
 JAN 09 2025
 0149
 By: a Time: 1005

Office of the Schools Division
 Superintendent

January 9, 2025

DIVISION MEMORANDUM

No. 014, s. 2025

CALL FOR APPLICATION FOR TEACHING AND NON-TEACHING POSITIONS

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

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	Master Teacher I/SG 18/ P49, 015 Item Number: MTCHR1-64093-1998	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	None required	3 years relevant experience	RA 1080 (Teacher); LET/PBET		Elementary
2	Teacher III/SG 13/ P32, 870/ Item Number: TCH3-60547-2020;	Bachelor of Secondary Education or Bachelor's degree plus 18	None Required	2 years relevant experience	RA 1080 (Teacher); LET/PBET		Junior HS: Pugaro IS;



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
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	TCH3-60349-2018; TCH3-60734-2011; TCH3-60257-2002; TCH3-60249-2002	professional units in Education with appropriate major					East Central IS; Dagupan City NHS Dagupan City NHS Dagupan City NHS
3	Teacher III/ SG 13 / P32,870/ Item Numbers: TCH3-60820-2010; TCH3-61275-2014	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	LET; PBET; RA 1080 (Teacher)		Elementary
4	Teacher II/ SG 12 / P30,705/ Item Numbers: TCH2-60017-2016;	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)/ LET/PBET		East Central IS
5	Teacher II/ SG 12 / P30,705/ Item Numbers: TCH2-71536-1996;	Bachelor of Elementary Education or Bachelor's degree plus 18 professiona units in Education	None required	1 year relevant experience	RA 1080 (Teacher)/ LET/PBET		Elementary
6	Teacher II/ SG 12 / P30,705/ Item Numbers: TCH3-60841-2016	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
7.	Administrative Assistant III/ SG 9 / P22,219/ Item Numbers: ADAS3-60069-2018	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub- professiona l/ First Level eligibility		Office of the Schools Division Superintendent



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8.	Administrative Aide IV/ SG 4 / P16,209/ Item Numbers: ADA4-60054-2004	Completion of two years studies in college	None required	None required	Carccr Service Sub-professiona l/ First Level eligibility		Dagupan City NHS
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2. The job description for the aforementioned vacant position is attached as **Enclosure No. 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 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:

- 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 No. 2**) duly notarized by authorized official;
- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- 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:

For Teacher II and Teacher III positions: last three (3) rating period(s) prior to the deadline of submission;

For Master Teacher I, Administrative Assistant III and Administrative Aide IV positions: last rating period(s) covering one (1) year performance prior to the deadline of submission.



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k. Other documents as may be required by the HRMPSEB for comparative assessment:

For Teacher II-III applicants:

- Means of Verification (MOVs) showing Outstanding Accomplishments: Outstanding employee award, Innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment

For applicants to Administrative Assistant III and Administrative Aide IV positions:

- 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

For Master Teacher I applicants:

- Please refer to attached Enclosure No. 3c.

5. Deadline for submission of abovementioned documentary requirements shall be on JAN 19 2025. 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:

- Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- 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;



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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 **DepEd Order No. 66, s. 2007** (for Teacher II and III positions), **DepEd Order No. 007, s. 2023** (for Administrative Assistant III and Administrative Aide IV positions) and **MEC Order No. 10, s. 1979** (for Master Teacher positions). Criteria and point system are indicated in the Individual Evaluation Sheet hereto attached as **Enclosure No. 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 S. BANZON EdD, CESO V
Schools Division Superintendent

Enclosure No. 1: Job Description

Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement

Enclosure No. 3a: Individual Evaluation Sheet (for teaching position)

Enclosure No. 3b: Individual Evaluation Sheet (for non-teaching position)

Enclosure No. 3c: Evaluation for Master Teacher



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CHECKLIST OF REQUIREMENTS

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: For Teacher II-III, SPET positions: last three (3) rating period(s) prior to the deadline of submission For Non-Teaching, Related-Teaching, School Administration and Master Teacher positions: 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: For applicants to Non-Teaching/Related-Teaching and School Administration positions: 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			
For Teacher II-III/SPET applicants: Means of Verification (MOV)s showing Outstanding Accomplishments; Outstanding employee award, Innovations, Research and Development projects, publication and authorship, Resource speaker/consultant, reckoned from the date of last issuance of appointment			
for Master Teacher applicants: Means of Verification (MOV)s as per MECS Order No. 10, s. 1979			

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: _____
 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 promotions:			
- 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		

INDIVIDUAL EVALUATION SHEET (Non-Teaching 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	
		General Services	SG 1 - 9 (Non-General Services)	SG 10-23			
EDUCATION	OTR or Cert of Units Earned	5	5	5			
TRAINING	Certificate of Training	5	5	10			
EXPERIENCE	Service Record of COE	20	20	15			
PERFORMANCE		10	20	20			
<i>For positions with experience requirement:</i>	Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled					(Performance Rating/5) x Weight Allocation	
<i>For positions without experience requirement:</i>	Board Examination or Career Service Eligibility ratings; OR PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)					(Board Exam or CS rating / 100) x Weight Allocation	
OUTSTANDING ACCOMPLISHMENTS		5	10	10			
Awards and Recognition		4					
<i>a.1 Citation and Commendation (for applicants to general services positions only)</i>	A. Letter of Citation or Commendation from previous employer					- Three (3) or more letters of citation - 4 pts. - Two (2) letters of citation - 3 pts. - One (1) letter of citation - 2 pts.	
<i>a.2. Academic or Inter-School award (for applicants with no or less than one year work experience)</i>	A. Academic or Interscholar Award; or B. TOSP Award; or C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination					- At least 3 academic or inter-school awards or TOSP Award or Top 10 in Board / CS Exam - 4 pts. - At least 2 academic/ inter-school awards - 3 pts. - At least 1 academic/ inter-school awards - 2 pts.	
<i>a.3 Outstanding Employee Award (for applicant with previous work experience)</i>	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.	
Research and Innovation		4					
	A. Proposal duly approved by the Head of Office or the designated Research Committee per OJ 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 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 / Deptd					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		n/a	10	10			
<i>For positions with experience requirement</i>	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	
<i>For positions with no experience requirement</i>	Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications					(GWA /100) x weight allocation	
APPLICATION OF L&D		n/a	10	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		55	20	20			
Written Examinations		n/a	5	5			
Skills or Work Sample Tests		n/a	10	10			
Behavioural Events Interview		n/a	5	5			

EVALUATION FOR MASTER TEACHER _____

Ratee: _____
School: _____

District: _____

For Master Teacher I

1. Teacher III for at least one (1) year
2. Bachelor's degree in elementary/secondary education or its equivalent with at least 24 units in Master's Degree in Education
3. At least Very Satisfactory (VS) performance ratings for the last three (3) years
4. At least three (3) years teaching experience
5. At least 40 hours of relevant cumulative training in the area of specialization
6. At least 25 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher at least in the school (HS) / district (ES) level plus 15 points in leadership and potential in the criteria for Master Teacher

For Master Teacher II

1. Master Teacher I for at least one (1) year
2. Completed academic requirements for a Master's Degree in Education
3. At least Very Satisfactory performance ratings
4. At least 72 hours of relevant cumulative training in the area of specialization
5. Demonstration teacher at least in the division level
6. At least 30 points in leadership and potential in the criteria of Master Teacher or has been a demonstration teacher in the division level plus 20 points in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions

A. Introduced any of the following which has been adopted or used by the school (20 points)

1. Curriculum or instructional materials _____
Required documents:
____ Certification by the Public Schools District Supervisor/Principal (elementary), Department Head of the School (secondary) as to the authenticity, functionality and utilization in the school for MT1; district for MT2
____ Certification of evaluation by Education Program Supervisors in charge of the subject area, recommending approval by Assistant Schools Division Superintendent and approved by the Schools Division Superintendent
____ Certification/testimonies of teachers who adopted/used the curriculum instructional materials
2. Effective teaching techniques or strategies _____
Required documents:
____ Proper endorsement by the Public Schools District Supervisor/Principal, the Head Teacher of Department, evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent
____ Certification/testimonies of teachers who adopted/used the teaching techniques or strategies
____ At least two (2) copies of lesson plan using techniques or strategies
3. Simplification of work as in reporting system, record keeping, etc. or procedures that resulted in cost reduction _____
Required documents:
____ Proper endorsement by the Head Teacher of Department, Principals evaluation by Education Program Supervisors in charge of the subject area, approval recommended by Assistant Schools Division Superintendent and approved by Schools Division Superintendent
____ Implementation of the simplified work by the proponent
____ Certification of the Head Teacher and Principal on the effectiveness (cost reduction) of the work and/or procedures
4. Worthwhile income-generating project benefiting student/OSYs and results given recognition/certification by higher officials in the division _____

Required documents:

- _____ Feasibility study duly signed by the initiator of the project and endorsed/certified by district and division officials
- _____ On the check by the ALS Education Program Supervisor, Research Supervisor and/or Assistant Schools Division Superintendent in charge of ALS
- _____ Certification by district and division level evaluation committee as to the feasibility, viability and economic profitability of the project

B1. Served as subject area coordinator or curriculum year level chairman for at least 1 year (12 points) _____

Required documents: (any 2 or 3 of the following)

- _____ Approved designation by the proper authorities
- _____ Action Plan
- _____ Accomplishment report for the year
- _____ Pictorials (optional)

B2. Served as adviser of school publication, school organization or interest clubs and discharged duties satisfactorily for at least two years and not considered part of the regular teaching load (12 points) _____

Required documents:

- _____ Certification by proper authorities as to role or function
- _____ List of activities/ projects/ accomplishments

C. Served as chairman of a special committee, such as curriculum study committee, committee to prepare instructional materials, committee to chair/ spearhead/ initiate school program/ projects/ thrusts and discharge to work efficiently (12 points) _____

Required documents:

- _____ Approved designation/ assignment by proper authorities
- _____ List of members of said committee
- _____ Accomplishment report/ sample output

D. Initiated or headed as educational research activity or investigatory project duly approved by educational authorities, either for improvement of instruction, for teacher welfare or for community development (12 points) _____

Required documents:

- _____ Permit to conduct action research/ investigatory project duly signed by division authorities (attach to the permit in the research proposed or outline)
- _____ Certificate of completion of the research and certified correct by the division authorities concerned
- _____ Copy of the research

E. Coordinator of a community project or activity or programs of another agency or rural improvement activity, etc. for at least 2 years (12 points) _____

Required documents:

- _____ Certification as to the designation of the Barangay Captain and noted School Head
- _____ Action Plan
- _____ Program of Activities
- _____ Accomplishment report certified correct by the Barangay Captain and School Head

F. Organized/ managed and in-service training activity or other similar activities at least on school level for MT1; district for MT2 (12 points) _____

Required documents:

- _____ Training design/ program of activities by proper authorities
- _____ List of participants/ certificate of participation
- _____ Output of the in-service training

G. Credited with meritorious achievements such as (10 points):

1. Trainor/coach to contestants who received merits, commendations or any form of recognition

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (2 points) _____
- District Level (1 point) _____

Required documents:

- _____ Official designation as trainer/ coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

2. Athletic Coach of athlete or team that won prizes

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (1 point) _____
- District Level (0.25 point) _____

Required documents:

- _____ Official designation as coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

3. Coordinator of Boy/ Girl Scout Activities

- National Level (10 points) _____
- Regional Level (5 points) _____
- Division Level (3 points) _____
- Congressional Level (1 point) _____
- District Level (0.25 point) _____

Required documents:

- _____ Official designation as coordinator or coach issued by proper authorities
- _____ Plaque, certificate of recognition/ merit, medal, trophy

H. Authorship (10 points)

1. Book (with approval from DepED)
 - Sole authorship (10 points)
 - Co-authorship (5 points)
2. Article (1 point per article published in professional magazine)

Required documents:

- _____ Books and articles must be critical with relevance to education
- _____ Articles are published in the school paper, community paper, professional magazine or publication of national circulation (articles should not exceed 3 points)

Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____
Title _____	Publication Date: _____
	Published: _____

I. Demonstration Teaching (10 points)

Required documents:

- _____ Certification
- _____ Lesson plan approved by principal or higher authorities
- _____ Pictorials if any

JOB DESCRIPTION

Position Title:	Master Teacher I	Salary Grade: 18
Unit/Division:	Elementary	Monthly Salary: P49,015
QUALIFICATION STANDARD		
Education:	Bachelor of Elementary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	
Experience:	3 years relevant experience	
Training:	none required	
Eligibility:	PBET; LET	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
Professional Growth and Development	Conducts at least one action research every year	
	Serves as demonstration teacher, facilitator or resource person at the school level	
	Serves as OIC of the school in the absence of the school head	
	Functions as head/coordinator of the department in the absence of an Head Teacher/Department Head	
	Takes active participation in the planning and implementation of training programs in school, district and division levels	
	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers	
	Represents the school in conferences or events as delegated by the school head	
	Participates actively in school strategic planning process involving internal and external stakeholders	
Instructional Competence	Takes charge of the school reading recovery program, remedial and/or enrichment program	
	Introduces innovative teaching approaches and strategies	
	Carries regular teaching loads for the assigned grade/subject	
	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time	
	Leads in the preparation of instructional materials	
	Enriches the curriculum of his/her field of specialization	
	Consolidates and interprets competency assessment results	
	Checks, improves and prepares sample lesson plans for the assigned grade/subject area	
Instructional Supervision	Interprets test results and utilizes them for improvement of instruction	
	Initiates improvement in instructional programs	
	Provides technical assistance to teachers to improve their competencies	
	Performs regular class monitoring using process observation tools	
	Conducts post conferences with teachers for feedback on teaching-learning process	
	Helps identify potential demonstration teachers	
Gives demonstration to new/striving teachers		
Designs and validates training programs for teachers		

Position Title:	Teacher III	Salary Grade: 13
Unit/Division:	Elementary School	Monthly Salary: P32,870
QUALIFICATION STANDARD		
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	
Experience:	2 years relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. 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	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher III (JHS)	Salary Grade: 13
Unit/Division:	Pugaro IS; East Central IS; Dagupa City NHS	Monthly Salary: P32,870
QUALIFICATION STANDARD		
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:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. 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	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher II	Salary Grade: 12
Unit/Division:	Senior High School	Monthly Salary: P30705
QUALIFICATION STANDARD		
Education:	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	
Experience:	none required	
Training:	none required	
Eligibility:	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. 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	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher II (JHS)	Salary Grade: 12
Unit/Division:	East Central IS	Monthly Salary: P30,705
QUALIFICATION STANDARD		
Education:	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	
Experience:	1 year relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. 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	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Teacher II	Salary Grade: 12
Unit/Division:	Elementary School	Monthly Salary: P30,705
QUALIFICATION STANDARD		
Education:	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education	
Experience:	1 year relevant experience	
Training:	none required	
Eligibility:	LET/PBET	
DUTIES AND RESPONSIBILITIES		
	1. Teaches one or more grades/levels using appropriate and innovative teaching strategies	
	2. 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	
	3. Counsels and guides pupils/students	
	4. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere	
	5. Monitors and evaluates pupils/students' progress	
	6. Undertakes activities to improve performance indicators	
	7. Maintains updated pupils/students progress regularly	
	8. Maintains updated pupil/student school records	
	9. Supports activities of governmental and non-governmental organizations	
	10. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders	
	11. Conducts Action Plan	
	12. Supervises curricular and co-curricular projects and activities	

Position Title:	Administrative Assistant III	Salary Grade: 9
Unit/Division:	OSDS - Personnel (Payroll)	Monthly Salary: P22,219
QUALIFICATION STANDARD		
Education:	Completion of two-year studies in college	
Experience:	1 year of relevant experience	
Training:	4 hours of relevant training	
Eligibility:	Career Service Sub-Professional/ First Level Eligibility	
DUTIES AND RESPONSIBILITIES		
	Prepares and monitors implementation of reports to RPSU for update in employees payroll data like increase in salary due to promotion, step increment and salary increase, correction of name, retirement, and the likes	
	Acts/assists the designated Agency Authorized Officer (AAO) in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated	
	Assists in the management of personnel data	
	Does other related function.	

Position Title:	Administrative Aide IV	Salary Grade: 4
Unit/Division:	Dagupan City NHS	Monthly Salary: P16,209
QUALIFICATION STANDARD		
Education:	Completion of two-year studies in college	
Experience:	none required	
Training:	none required	
Eligibility:	Career Service Sub-Professional/ First Level Eligibility	
DUTIES AND RESPONSIBILITIES		
Schedules Administrative Service Activities	Schedules/calendars meetings/appointments/training/workshops	
Records and Files	Documents/communications received, routed , tracked	
	Filing system created, and maintained	
	Documents filed, retrieved, archived to Records Office or disposed as needed	
	Comprehensive and complete minutes of meetings/agenda attended	
	Daily attendance of Administrative Service Staff (to establish staff location)	
Administrative Support	Encoded documents	
	Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)	
	Supporting documents, petty cash, documents/forms	
Secretariat & Frontline	Travel bookings made	
	Appointment, venue, meals arranged	
	Received/routed calls	
	Visitors responded to	
	Follow through on inquiries	