



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

DepEd SDO Dagupan City  
 RECORDS OFFICE  
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Office of the Schools Division  
 Superintendent

February 12, 2025

**DIVISION MEMORANDUM**  
 No. 68, s. 2025

**CALL FOR APPLICATION FOR SCHOOL ADMINISTRATION 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. In reference to DepEd Order No. 007, s. 2023, the Schools Division Office of Dagupan City through the Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting applications for the following vacant positions:

| No. | Position Title/ SG/<br>Monthly Salary/<br>Item Number  | CSC- approved Qualification Standards  |                                     |   |                                   |                               | Place of<br>Assignment |
|-----|--|--|-------------------------------------|---|-----------------------------------|-------------------------------|------------------------|
|     |  | Education  | Training                            | Experience  | Eligibility                       | Competency<br>(if applicable) |                        |
| 1   | <b>School Principal</b><br>I/SG 19/<br>P56,390<br><br>Item Numbers:<br>OSEC-DECSB-SP1-<br>60237-2010;<br>OSEC-DECSB-SP1-<br>60241-2010 | Bachelor's degree in<br>Elementary<br>Education or<br>Bachelor's degree<br>with 18 professional<br>education units | 40 hours<br>of relevant<br>training | Head Teacher<br>(HT) for 1<br>year; or<br>Teacher-In-<br>Charge (TIC)<br>for 2 years; or<br>Master<br>Teacher (MT)<br>for 2 years; or<br>Teacher for 5<br>years | RA 1080<br>(Teacher);<br>LET/PBET |                               | Elementary             |



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|   |  |  |                              |  |   |   |
|---|--|--|------------------------------|--|---|---|
| 2 | <b>Administrative Officer V/SG 18/ P51, 304/</b><br><br>Item Number:<br>OSEC-DECSB-ADOF5-60013-2015      | Bachelor's degree relevant to the job  | 8 hours of relevant training | 2 years relevant experience                            | Career Service Professional (Second Level Eligibility)    | Office of the Schools Division Superintendent |
| 7 | <b>Head Teacher II/ SG 15 / P40,208/</b><br><br>Item Numbers:<br>OSEC-DECSB-HTEACH2-60284-1998           | Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units | 24 hours relevant training   | HT for 1 year; or TIC for 1 year; or Teacher for 4 yrs | RA 1080 (Teacher); LET/PBET                               | Elementary                                    |
| 8 | <b>Administrative Assistant III/ SG 9 / P22,219/</b><br><br>Item Numbers:<br>OSEC-DECSB-ADAS3-60066-2018 | Completion of two years studies in college   | 4 hours of relevant training | 1 year of relevant experience                          | Career Service Sub-professional / First Level eligibility | Office of the Schools Division Superintendent |

- The job description for the aforementioned vacant position is attached as **Enclosure No. 1**.
- 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 07, s. 2023 prior to submission of application documents.
- 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 duly notarized by authorized official (can be accessed thru this link: <https://tinyurl.com/SDODC-ChecklistNTRTSA>)
- 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;



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- 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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- k. Other documents as may be required by the HRMPSB for comparative assessment:
  - 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

5. Deadline for submission of abovementioned documentary requirements shall be on FEB 24 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:

- 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)*

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.

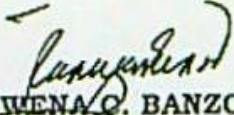
11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As specified in DepEd Order No. 7, s. 2023, applicants shall be rated as follows:

| Criteria   | NON-TEACHING POSITIONS<br>Breakdown of Points |                               |                    |               | SCHOOL PRINCIPAL / HEAD TEACHER |
|--|---|-------------------------------|--------------------|---------------|---------------------------------|
|  | General Services                              | SO 1-9 (Non-General Services) | SO 10-22 and SO 27 | SO 24 (Chief) |                                 |
| a. Education                                       | 5   | 5                             | 5                  | 10            | 10                              |
| b. Training  | 5   | 5                             | 10                 | 5             | 5                               |
| c. Experience                                      | 20  | 20                            | 15                 | 15            | 15                              |
| d. Performance                                     | 10  | 20                            | 20                 | 20            | 20                              |
| e. Outstanding Accomplishments                     | 5   | 10                            | 10                 | 10            | 10                              |
| f. Application of Education                        | -   | 10                            | 10                 | 10            | 10                              |
| g. Application of L&D                              | -   | 10                            | 10                 | 10            | 10                              |
| h. Potential (Written Test, BEI, Work Sample Test) | 55  | 20                            | 20                 | 20            | 20                              |
| <b>Total</b>                                       | <b>100</b>                                    | <b>100</b>                    | <b>100</b>         | <b>100</b>    | <b>100</b>                      |

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



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## JOB DESCRIPTION

|  |  |                               |
|--|--|-------------------------------|
| <b>Position Title:</b>                                       | <b>Administrative Officer V</b>  | <b>Salary Grade: 18</b>       |
| <b>Unit/Division:</b>  | <b>OSDS - Budget Section</b>   | <b>Monthly Salary: 51,304</b> |
| <b>QUALIFICATION STANDARD</b>                                |  |                               |
| <b>Education:</b>  | Bachelors degree relevant to the job   |                               |
| <b>Training:</b>   | 8 hours relevant training  |                               |
| <b>Experience:</b>   | 2 years relevant experience  |                               |
| <b>Eligibility:</b>  | Career Service Professional (Second Level Eligibility)   |                               |
| <b>KEY RESULT AREA/S</b>                                     | <b>DUTIES AND RESPONSIBILITIES</b>   |                               |
| <b>Budget Preparation</b>                                    | 1. Reviews and evaluates budget proposal submissions of the Schools Division, Schools and Learning Centers based on formulated guidelines, budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis a vis prior year's budget/appropriation to guide the SDO management in allocation and approval. |                               |
|  | 2. Prepares budget proposals for the Schools Division, by consolidating the proposals of the various units of the SDO, Schools and Learning Centers  |                               |
|  | 3. Attends budget hearings/conferences and meetings with RO and CO management and other stakeholders to explain the proposed expenditures and help defend increase and/or decrease on the budget proposals vis-a-vis prior year's budget/appropriation.  |                               |
|  | 4. Reviews/Refines justifications for budget proposals to attain the required funds.   |                               |
|  | 5. Implements needed budget revisions based on outcome of budget hearings  |                               |
|  | 6. Reviews, computes, and prepares special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims  |                               |
|  | 7. Answer communications pertaining to budget queries  |                               |
|  | 8. Support the preparation of the initial draft of the strategic plan of the schools division (DEDP) by the Division Planning Team by providing inputs on budgeting considerations.  |                               |
|  | 9. Assist in the preparation of the final draft of the Annual Implementation Plan (AIP) and subsequent adjustments o compute and provide inputs on the budgetary requirements of the Annual Plan   |                               |
|  | 10. Provide technical inputs towards the equitable distribution of critical resources (e.g. teachers, classrooms, furniture, textbooks) based on summary and consolidation of human, financial, capital resource requirements of schools and learning centers (e.g. teachers, textbooks, chairs, classrooms, etc) for management decision.                         |                               |
| <b>Budget Execution</b>                                      | Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan   |                               |
|  | 2. Certifies availability of allotments, monitors and records expenditures in appropriate registries   |                               |
|  | 3. Coordinates with offices regarding their programs, projects and activities (PPA) for update and status relative to funding and expenditure  |                               |
|  | 4. Evaluates statement of allotment obligations and balances for decision-making purposes  |                               |
| <b>Budget Accountability and Reporting</b>                   | Assist in the preparation of the Budget Accountability Reports (BAR) together with the Planning Officer III  |                               |
|  | 2. Analyzes "Summary of Financial Reports" as to accuracy for submission to various agencies   |                               |
|  | 3. Evaluates financial performance in accordance with the approved AIP/Work and Financial Plans  |                               |
|  | 4. Provide technical support to the Division Planning Team in the preparation of the Annual Accomplishment Report of the schools division for submission to Regional Management  |                               |
| <b>Budget Systems Maintenance, Monitoring and Evaluation</b> | 1. Recommends and prepares budget related guidelines and memorandums for approval and issuance of the SDS.   |                               |
|  | 2. Coordinates with various offices/project teams on the effective and uniform implementation of the budgetary controls systems  |                               |
|  | 3. Gathers information and feedback on the implementation of the budgeting system and prepares and submits findings and recommendations towards the improvement of the budgeting system  |                               |
| <b>Technical Assistance</b>                                  | 1. Gather data on needs and difficulties encountered by other personnel in the Division with regard to Budgeting. (Technical assistance needs)   |                               |
|  | 2. Provides technical assistance to School Heads and other Finance personnel of the Schools Division (Technical assistance interventions)  |                               |
|  | 3. Develop and implement orientations/ training/ seminars/ workshop to inform and build the capability of school divisions management and personnel in preparing budgets following guidelines of DepED and other oversight agencies.   |                               |

|   |   |                                 |
|---|---|---------------------------------|
| <b>Position Title: SCHOOL PRINCIPAL I</b>   |   | <b>Salary Grade : 19</b>        |
| <b>Station: Elementary School</b>   |   | <b>Monthly Salary: P 56,390</b> |
| <b>QUALIFICATION STANDARD:</b>  |   |                                 |
| <b>Education:</b>   | Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units |                                 |
| <b>Experience:</b>  | Head Teacher for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years                 |                                 |
| <b>Training:</b>  | 40 hours of relevant training   |                                 |
| <b>Eligibility:</b>   | RA 1080 (Teacher); LET/PBET   |                                 |
| <b>DUTIES AND RESPONSIBILITIES</b>  |   |                                 |
| 1. Setting the mission, vision, goals and objectives of the school,   |   |                                 |
| 2. Creating an environment within the school that is conducive to teaching and learning,  |   |                                 |
| 3. Implementing the school curriculum and being accountable for higher learning outcomes;   |   |                                 |
| 4. Developing the school education program and school improvement plan;   |   |                                 |
| 5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;  |   |                                 |
| 6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;   |   |                                 |
| 7. Administering and managing all personnel, physical and fiscal resources of the school,   |   |                                 |
| 8. Recommending the staffing complement of the school based on its needs,   |   |                                 |
| 9. Encouraging staff development,   |   |                                 |
| 10. Establishing school and community networks and encouraging the active participation of teachers organizations, non-academic personnel of public schools, and parents-teachers-community associations,   |   |                                 |
| 11. 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 |   |                                 |
| 12. Performing such other functions as may be assigned by proper authorities.   |   |                                 |

|  |  |                        |          |
|--|--|------------------------|----------|
| <b>Position Title:</b>   | <b>Administrative Assistant III</b>                      | <b>Salary Grade:</b>   | <b>9</b> |
| <b>Unit/Division:</b>  | OSDS - Personnel Unit                                    | <b>Monthly Salary:</b> | 22,219   |
| <b>QUALIFICATION STANDARD</b>  |  |                        |          |
| <b>Education:</b>  | Completion of two-year studies in college                |                        |          |
| <b>Training:</b>   | 4 hours of relevant training                             |                        |          |
| <b>Experience:</b>   | 1 year of relevant experience                            |                        |          |
| <b>Eligibility:</b>  | Career Service Sub-Professional/ First Level Eligibility |                        |          |
| <b>DUTIES AND RESPONSIBILITIES</b>   |  |                        |          |
| Gathers and collates payroll files from district offices to be forwarded to RPSU   |  |                        |          |
| Records and files attendance of officers and employee  |  |                        |          |
| Prepares documents for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed. |  |                        |          |
| Prepares GSIS -Agency Remittance Advice for creation of new record, transfer, promotion, separated, and correction of personal data  |  |                        |          |
| Process, Prepares and releases Special order of Leave and Re-statement of leave application  |  |                        |          |
| Other related tasks as may be assigned by immediate superior   |  |                        |          |

|   |  |                                 |
|---|--|---------------------------------|
| <b>Position Title: HEAD TEACHER II</b>  |  | <b>Salary Grade : 15</b>        |
| <b>Station: Elementary</b>  |  | <b>Monthly Salary: P 40,208</b> |
| <b>QUALIFICATIONS STANDARDS:</b>  |  |                                 |
| <b>Education:</b>   | Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units |                                 |
| <b>Experience:</b>  | HT for 1 year; or TIC for 1 year; or Teacher for 4 years   |                                 |
| <b>Training:</b>  | 24 hours of relevant training  |                                 |
| <b>Eligibility:</b>   | RA 1080 (Teacher); LET/PBET  |                                 |
| <b>DUTIES AND RESPONSIBILITIES:</b>   |  |                                 |
| Supports School-Based Management (SBM)  |  |                                 |
| Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP) |  |                                 |
| Ensures adherence to DepEd Orders and other issuances   |  |                                 |
| Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card                     |  |                                 |
| Monitors the teaching-learning process  |  |                                 |
| Evaluates learning outcomes   |  |                                 |
| Recommends changes in policies affecting curriculum and instruction   |  |                                 |
| Implements innovations and alternative delivery schemes   |  |                                 |
| Localizes/indigenizes curriculum  |  |                                 |
| Prepares and submits monthly supervisory/accomplishment report  |  |                                 |
| Monitors teachers and master teachers   |  |                                 |
| Prepares specific budget and accounts for funds received  |  |                                 |
| Maximizes the use of textbooks, references and other instructional materials  |  |                                 |
| Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials                        |  |                                 |
| Motivates and supports teachers to attain peak performance through awards, recognition and incentives                       |  |                                 |
| Recommends staffing requirements and assists in the selection and hiring of teachers  |  |                                 |
| Conducts department-based training as a result of training needs analysis   |  |                                 |
| Evaluand performance of teachers  |  |                                 |
| Promotes harmonious working relationship among teachers   |  |                                 |
| Recommends promotion of teaching and non-teaching personnel   |  |                                 |
| Proposes plans and implements SB INSET  |  |                                 |
| Assists in maintaining the school BEIS  |  |                                 |
| Assists in working for possible accreditation   |  |                                 |
| Assists in implementing programs of the school  |  |                                 |
| Coordinates with stakeholders on resource generation and mobilization   |  |                                 |
| Promotes the corporate image of the Department of Education   |  |                                 |
| Establishes and ensures support and cooperation of stakeholders   |  |                                 |
| Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies   |  |                                 |