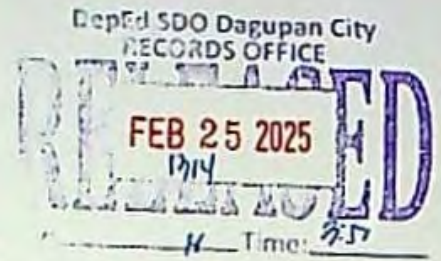




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
 Superintendent

February 24, 2025

DIVISION MEMORANDUM
 No. 97, s. 2025

**CALL FOR APPLICATION FOR SCHOOL ADMINISTRATION AND
 RELATED 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, through the Human Resource Merit Promotion and Selection Board (HRMPSB) 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	Public Schools District Supervisor/SG 22/ P78,162 Item Number: OSEC-DECSB- PSDS-60035-2015	Master's Degree in Education or other relevant Master's Degree	sixteen hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		Curriculum Implementa tion Division (CID)
2	School Principal IV/SG 2/ P78,162 Item Number: OSEC-DECSB- SP4-60208-2010	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	3 years as Principal	RA 1080 (Teacher)		Elementary



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



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3	Assistant School Principal II/ SG 19 / P 56390/ Item Numbers: OSEC-DECSB-ASP2-60020-2016; OSEC-DECSB-ASP2-60021-2016	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years of relevant experience	LET/PBET		Senior High School
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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 07, s. 2023 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 No. 2*) duly notarized by authorized official (can be accessed thru this link: <https://tinyurl.com/SDODC-ChecklistNTRTSA>)
- 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 prior to the deadline of submission, if applicable.

Additional documentary requirements:

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



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Office of the Schools Division
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- 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 MAR 07 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*): 6622961@deped.gov.ph. 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 specified in DepEd Order No. 07, s. 2023, applicants shall be rated using the following point system:



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 Superintendent

Public Schools District Supervisor:
 (Related Teaching Position)

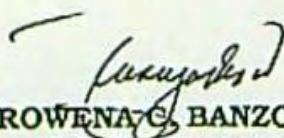
Criteria	Breakdown of Points		
	SG 11-15	SG 16-23 and SG-27	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	15
Total	100	100	100

School Principal IV and Assistant School Principal II:
 (School administration positions)

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

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

JOB DESCRIPTION

Position Title:	Public Schools District Supervisor	Salary Grade: 22
Unit/Division:	Curriculum Implementation Division	Monthly Salary: 78,162
QUALIFICATION STANDARD		
Education:	Master's Degree in Education or other relevant Master's Degree	
Training:	sixteen hours of relevant training	
Experience:	5 years cumulative experience in instructional supervision and school management	
Eligibility:	RA 1080 (Teacher)/LET / PBET	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
Instructional Supervision	1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.	
	2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.	
	3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education	
Technical Assistance in School Management	1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing;	
	2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback	
	3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.	
	4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.	
	5. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.	
Monitoring and Evaluation	1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools.	
	2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance	
	3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation	
Curriculum Development, Enrichment and Localization	1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.	
Learning Outcomes Assessment	1. Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.	
	2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.	
Research	1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.	
Technical Assistance	1. Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions	
	2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.	
	3. Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.	
	4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools	
	5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.	

Position Title:	School Principal IV	Salary Grade: 22
Unit/Division:	Elementary	Monthly Salary: 78,162
QUALIFICATION STANDARD		
Education:	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management	
Training:	40 hours of relevant training	
Experience:	3 years as Principal	
Eligibility:	RA 1080 (Teacher)/LET / PBET	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
	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.	

Position Title:	Assistant School Principal II	Salary Grade: 19
Unit/Division:	Senior High School	Monthly Salary: 56,390
QUALIFICATION STANDARD		
Education:	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	
Training:	8 hours of relevant training	
Experience:	2 years of relevant experience	
Eligibility:	LET/PBET	
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES	
	1. Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;	
	2. Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects;	
	3. Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal;	
	4. Coaches and mentors the teaching staff of the school;	
	5. Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and	
	6. Reports to the Principal/School Head	
	7. Other related tasks as may be assigned by immediate superior	