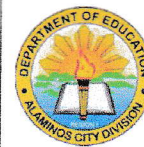




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ALAMINOS CITY
Alaminos City



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DIVISION MEMORANDUM

Division Memorandum No. 121

Series 2020

To : OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Others Concerned

Subject: NOTICE OF VACANCY (Master Teacher I, Head Teacher III, Teacher II,
Project Development Officer I)

From : The Schools Division Superintendent

Date : March 02, 2020

1. For the information and guidance of all concerned and in compliance of DepEd Order No. 66 s. 2007, regarding the Hiring Guidelines for Teaching, Related Teaching and Non-Teaching Positions and DepEd Order 42 s. 2007 on the Revised Guidelines on Selection, Promotion and Designation of School Heads, this Office will accept application folders from qualified aspirants for vacant positions effective **March 02, 2020**. Deadline of submission is on **March 12, 2020**;
2. To ensure that highly competent individuals with the appropriate qualifications and specializations are hired for the Teaching, Related Teaching and Non-Teaching Positions, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) will strictly adhere and follow professional standards and evaluation criteria that will clearly define the application, selection and appointment process;
3. To ensure a thorough and comprehensive understanding of the mechanics and guidelines of hiring, all concerned, especially the aspirants for the said positions are encouraged to have copies or download **DepEd Order No. 66 s. 2007 on the Hiring Guidelines for Teaching, Related Teaching and Non-Teaching Positions and DepEd Order 42 s. 2007 on the Revised Guidelines on Selection, Promotion and Designation of School Heads**;
4. Applicants are advised to bring the original documents on the day of evaluation for verification purposes. **All pending requirements must be submitted on or before the deadline of submission of application, no insertion of additional or lacking documents on the date of assessment, except when validation so requires of eligibility or other pertinent papers which are not included in the computation of points**;
5. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will inform the applicants through their contact numbers appearing in their Personal Data Sheet as to the schedule of evaluation of documents and interview;
6. Applicants who are interested and qualified for any vacant positions are advised to write their letter of application/letter of intent or purpose which shall be submitted and stamp received by the Personnel and Records Office with the following attachment such as:
 - a) Application Letter/Letter of Intent stating the specific position applying for;
 - b) Omnibus Certification;
 - c) Personal Data Sheet (CS Form 212, Revised 2017) with latest picture;
 - d) Updated Service Records;
 - e) Performance Ratings for the last 3 years;
 - f) Official Transcript of Records (Baccalaureate and Post Graduate Studies);
 - g) Certificate of Eligibility, License (RA 1080, CS Prof, Sub-Prof, First Level; others);
 - h) Latest Appointment Papers (if applicable)
 - i) Certificate of Trainings of at least 3 days;
 - j) Outstanding Accomplishments, if any;
 - k) Other Pertinent Papers necessary to support the submitted documents.

Note: THE CONTENTS OF THE FOLDERS OF APPLICANTS MUST BE ARRANGED ACCORDING TO THE ORDER ENUMERATED ABOVE AND USE ORDINARY FOLDERS WITH FASTENER ONLY TO FACILITATE ASSESSMENT.

7. All school heads are required to post this Memorandum in their respective bulletin board or any conspicuous place in their schools;
8. Immediate and wide dissemination of this Memorandum is highly appreciated.


LORNA G. BUGAYONG, Ph.D., CESO VI



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE of ALAMINOS CITY
Alaminos City, Pangasinan



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OSDS - Personnel Unit

ANNOUNCEMENT OF VACANT POSITIONS

DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON March 12, 2020

POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUM	LEVEL	EDUCATION	Training	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Master Teacher I	MITCHR1-63277-1998	18	505, 908. 00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 professional units in elementary education and 18 MA units	Relevant trainings	3 years as teacher	RA 1080; LET/PBET	Division Office
Head Teacher III	HTEACH3-60032-2014	16	421, 272. 00	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units in elementary with 12 MA units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080; LET/PBET	
Teacher II	TCH2-60208-2000	12	293, 940. 00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional units with appropriate field of specialization	None Required	At least 1 year as Teacher I	RA 1080; LET/PBET	Telbang NHS
Project Development Officer I	PDO1-60015-2016	11	267, 792. 00	2	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility	Division Office

Date: March 02, 2020

Doc. Ctrl. No. 2020-005

Prepared by:

FREDDIE B. PERALTA
Administrative Officer IV

Noted:

LORNA G. BUGAYONG, Ph.D., CESO VI
Schools Division Superintendent