



Republic of the Philippines  
**Department of Education**  
Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division  
Superintendent**

Division Memorandum No. 003

Series 2021

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 (Head Teacher II, Master Teacher I, Teacher III and ADA 6)**

From : **The Schools Division Superintendent**

Date : **January 06, 2021**

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 **January 06, 2021**. Deadline of submission is on **January 18, 2021**;
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;
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; LET/PBET);**
  - 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 enjoined.

  
**LORNA G. BUGAYONG PhD, CESO VI**  
Schools Division Superintendent



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SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON JANUARY 18, 2021**

POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Head Teacher II (Elementary)	HTEACH2-60228-1998	15	384,636	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 1 year TIC for 1 year Teacher for 4 years	RA 1080- LET/ PBET	
Master Teacher I	MTCHR1-63286-1998	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/ LET/PBET	
Teacher III (Elementary)	TCH3-60898-2010	13	321,048.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units in elementary education	Relevant Trainings	2 years as Teacher I or 1 year as Teacher II	RA 1080- LET/ PBET	Division Office
Teacher III (Elementary)	TCH3-68229-1998	13	321,048.00	2					
Teacher III (Elementary)	TCH3-60291-2009	13	321,048.00	2					
Administrative Aide VI	ADA6-60044-2015	6	186,288.00	1	Completion of 2 years studies in College	None	None	Career Service (Sub-Professional); First Level Eligibility	
Administrative Aide VI	ADA6-60047-2015	6	186,288.00	1					

Date: January 6, 2021

Doc. Cht. No. 2021-001

Prepared by:

*[Signature]*  
**FREDDIE B. PERALTA**  
 Administrative Officer IV

Noted:

*[Signature]*  
**LORNA G. BUGAYONG PHD, CESO VI**  
 Schools Division Superintendent