



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

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum  
DM-2021-292



TO : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operation Division (SGOD)  
Education Program Supervisors, SEPS, Division Personnel  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT : **NOTICE OF VACANCY (School Principal I-Elementary;  
Teacher II-SHS; Teacher III-Inerangan NHS;  
Medical Officer III; Registrar I- Alaminos City NHS)**

Date : September 21, 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 **September 21, 2021**. Deadline of submission is on **October 01, 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;**

*With hundred reasons to serve!*

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644





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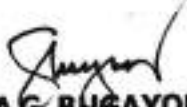
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**

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; Principal Examination Passer);**
  - 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 V**  
*Schools Division Superintendent*

**With hundred reasons to serve!**

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**DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON September 21, 2021**

POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Teacher III (Secondary)	TCH3-60859-2014	13	321,048.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education	Relevant trainings	2 years as Teacher I or 1 year as Teacher II	RA 1080- LET/PBET	Inerangan NHS
School Principal I (Elementary)	SP1-60074-2014	19	579,756.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	Principal Examination Passer; RA 1080; LET/PBET	
Teacher II (Senior High School)	TCH2-61173-2017	12	312,624.00	2	<u>For Academic/Core Subject:</u> 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. <u>For TVL:</u> Bachelor's degree or completion of technical-vocational course(s) in the area of specialization	None required/ At least NC II + TMC I	None required/ 6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring -Applicants for a contractual position: None required -Practitioners (part-time only): None required	Division Office
Medical Officer III	MDOF3-60005-2017	21	730,812.00	2	Doctor of Medicine	4 hours of relevant trainings	1 year of relevant experience	RA 1080: Doctor	
Registrar I (Senior High School)	R1-60016-2016	11	286,524.00	2	Bachelor's degree	None required	None required	CS Professional/ Appropriate Eligibility for Second Level Position	

Date: September 21, 2021

Prepared by:

  
LORNA BUCAYONG PRID, CESO V  
Administrative Officer IV

Noted:

  
LORNA BUCAYONG PRID, CESO V  
Schools Division Superintendent

Doc. Ctrl. No. 2021-006