



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2022-040

To : 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 (ADAS II; ADA VI; ADA IV)

From : The Schools Division Superintendent

Date : February 08, 2022



1. For the information and guidance of all concerned and in compliance with DepEd Order No. 66 s. 2007, regarding the Hiring Guidelines for Teaching, Related Teaching and Non-Teaching Positions and this Office will accept application folders from qualified aspirants for vacant position effective **February 08, 2022**. Deadline of submission is on **February 18, 2022**;
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 position are encouraged to have copies or download **DepEd Order No. 66 s. 2007, regarding 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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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 Records Unit 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 (CS Sub-Professional/First Level Eligibility);**
 - 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. Lastly, all qualified applicants regardless of age, race, sexual preferences, orientation, gender, special needs and religion are encouraged to apply.
8. All school heads are required to post this Memorandum in their respective bulletin board or any conspicuous place in their schools;
9. For information, guidance, wide dissemination and strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

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DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON February 18, 2022

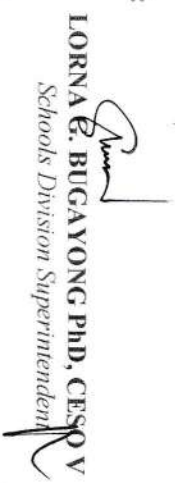
POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PL ASS
Administrative Assistant II	OSEC-DECSB-ADAS2-60220-2017	8	227,976.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	Divis
Administrative Assistant II	OSEC-DECSB-ADAS2-60025-2015	8	227,976.00	1	Completion of 2 years studies in college	None Required	None Required		
Administrative Aide VI	OSEC-DECSB-ADA6-60043-2015	6	202,524.00	1					
Administrative Aide IV	OSEC-DECSB-ADA4-60247-2004	4	179,916.00	1	Completion of 2 years studies in college	None Required	None Required		

Date: February 08, 2022

Prepared by:


FREDDIE B. PERALTA
 Administrative Officer IV

Noted:


LORNA E. BUGAYONG PH.D., CESO V
 Schools Division Superintendent