

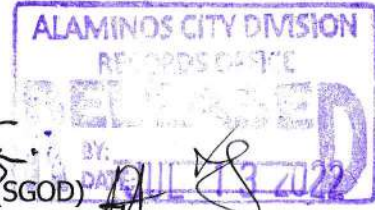


Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2022-254



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

Subject: **NOTICE OF VACANCY (Elementary Teacher III; Admin. Officer II-SHS; Admin. Officer I-Supply Officer)**

From : The Schools Division Superintendent

Date : July 11, 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, this Office will accept application folders from qualified aspirants for vacant position effective **July 11, 2022**. Deadline of submission is on **July 21, 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**;
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;

With hundred reasons to serve!



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



[Signature]



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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:
- Application Letter/Letter of Intent stating the specific position applying for;**
 - Omnibus Certification;**
 - Personal Data Sheet (CS Form 212, Revised 2017) with latest picture;**
 - Updated Service Records;**
 - Performance Ratings for the last 3 years;**
 - Official Transcript of Records (Baccalaureate and Post Graduate Studies);**
 - Certificate of Eligibility, License (RA 1080: LET/PBET; CS Professional/Second Level Eligibility);**
 - Latest Appointment Papers (if applicable)**
 - Certificate of Trainings of at least 3 days;**
 - Outstanding Accomplishments, if any;**
 - 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

ROSARIO O. CABRERA

Assistant School Division Superintendent

With hundred reasons to serve!

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
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DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON JULY 21, 2022

POSITION TITLE	ITEM NO.	SG	SALARY/ANNUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE ASSIGNMENT
Teacher III (Elementary)	OSEC-DECSB-TCH3-60323-2020	13	357,576.00	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	None Required	2 years teaching experience	RA 1080; LET/PBET	Divis Office
Administrative Officer II	OSEC-DECSB-ADOF2-60001-2016	11	305,268.00	2	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/Second Level Eligibility	Alam City
Administrative Officer I (Supply Officer)	OSEC-DECSB-ADOF1-60105-2004	10	266,280.00	2					

Doc. Ctr. No. 2022-070

Date: July 11, 2022

Prepared by:


FREDDIE B. PERALTA
 Administrative Officer IV

Noted:


LORNA G. BUGAYONG PhD, CESO V
 Schools Division Superintendent


ROSARIO O. CABRERA
 Assistant School Division Superintendent