

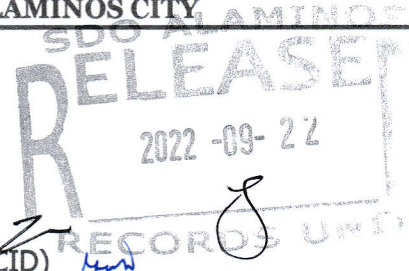


Republic of the Philippines  
**Department of Education**  
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum  
DM-2022-373



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

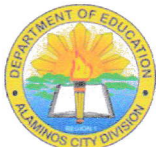
Subject: **NOTICE OF VACANCY (JHS Master Teacher I, JHS Teacher III, Elementary Teacher III & II, SHS Teacher II & Administrative Officer II)**

From : The Schools Division Superintendent

Date : September 22, 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 **September 22, 2022**. Deadline of submission is on **October 03, 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 after the deadline or on the date of assessment, except when validation as to eligibility/credibility of submitted document so requires;**

*With hundred reasons to serve!*



City, Pangasinan

Address: San Jose Drive, Poblacion, Alaminos

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. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b. Omnibus Sworn Statement;
  - c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - d. Photocopy of Service Record or Certificate of Employment, if applicable;
  - e. Photocopy of the Performance Ratings for the last 3 years, if applicable;
  - f. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - g. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - h. Photocopy of Certificates of Training, if applicable;
  - i. Latest Appointment Papers (if applicable)
  - j. Checklist of Requirements; and
  - k. Other documents as may be required.

**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

***With hundred reasons to serve!***



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