

Republic of the Philippines

Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMIN

Office of the Schools Division Superintendent

Division Memorandum DM-2022-414

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 Teacher III; Elem. Teacher III & Teacher I;

SHS Teacher II; ADAS III; ADA VI)

SDO AL

From:

The Schools Division Superintendent

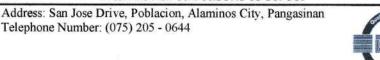
Date :

October 18, 2022

- 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 <u>October 18, 2022</u>. Deadline of submission is on <u>October 28, 2022</u>;
- 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;
- 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. <u>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;</u>

With hundred reasons to serve!











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Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

- 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:
 - 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.

- 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!



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





Teacher II (Senior High School)	OSEC-DECSB- TCH2-61181-2017	12	27,608.00	2	Academic Track/Core Subjects: Bachelors 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.	Academic Track/Core Subjects: None Required	Academic Track/Core Subjects: None Required	-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	Divisi
Teacher II (Senior High School)	OSEC-DECSB- TCH2-60045-2016	12	27,608.00	7	Technical-Vocational Livelihood (TVL) Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Technical- Vocational Livelihood (TVL) Track: At least NC II + TMC I *Appropriate to the specialization	Technical- Vocational Livelihood (TVL) Track: 6 months of relevant teaching or 6 months of industry work experience	-Applicants for a contractual position: None required -Practitioners (part-time only): None required	Divisi
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-60059-2018	6	20,402.00	-	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub- Professional/First Level Eligibility	Divisi
Administrative Aide VI	OSEC-DECSB- ADA6-60057-2004	9	16,877.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub- Professional/First Level Eligibility	Alam

Date: October 18, 2022

Prepared by:

CYXTHIA M. RUAMERO
Administrative Officer IV
Personnel Unit

Noted:

Doc. Ctrl. No. 2022-012

LORNA & BUGAYONG PhD, CESO V Schools Division Superintendent