

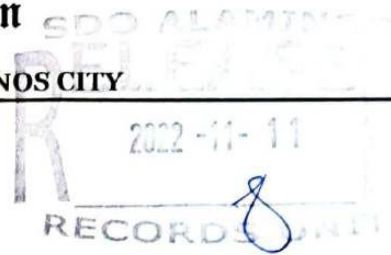


Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2022-451



To : 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**

From : The Schools Division Superintendent

Date : November 11, 2022

1. This Office announces the acceptance of applications for **Administrative Officer II** positions in the Schools Division Office of Alaminos City effective **November 11, 2022**. Deadline of submission is on **November 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. Interested and qualified applicants must submit their application/letter of intent thru **https://bit.ly/SDOAC_ApplicationForm** and hard copies to the Records Unit on or before the deadline, with the following attachments:
 - 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;

With hundred reasons to serve!

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





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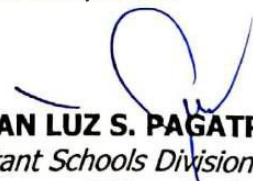
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

- 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.

5. 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;**
6. 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;
7. Lastly, all qualified applicants without regard to age, race, color, 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 compliance.


VIVIAN LUZ S. PAGATPATAN, CESO V
*Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent*

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