



Republic of the Philippines  
**Department of Education**

Region I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**

**Division Memorandum**  
**DM-2022-457**



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 15, 2022

1. This Office announces the acceptance of applications for **JHS Teacher III & II, Elementary Teacher III & II and Administrative Assistant III** positions in the Schools Division Office of Alaminos City effective **November 15, 2022**. Deadline of submission is on **November 25, 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](https://bit.ly/SDOAC_ApplicationForm)** and hard copies to the Records Unit on or before the deadline, with the following attachments:
  - a. Checklist of Requirements;
  - b. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - c. Omnibus Sworn Statement;

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



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





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- d. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of the Performance Ratings for the last 3 years, if applicable;
- g. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- h. Photocopy of Certificate of Eligibility/Rating/License/ID;
- i. Photocopy of Certificates of Training, if applicable;
- j. Latest Appointment Papers, if applicable; 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 VI**

*Assistant Schools Division Superintendent  
Officer-In-Charge*

*Office of the Schools Division Superintendent*

*[Signature]*  
ORLANDO T. GUERRERO EdD  
Chief Education Supervisor - CID

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**DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON November 25, 2022**

POSITION TITLE	ITEM NO.	SG	MONTHLY SALARY	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Teacher III (Junior High School)	OSEC-DECSB-TCH3-61054-2022	13	29,798.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional units in education	None required	2 years teaching experience	RA 1080: LET/PBET	San Vicente NHS
Teacher II (Junior High School)	OSEC-DECSB-TCH2-72316-1998	12	27,608.00	2		None required	1 year teaching experience	RA 1080: LET/PBET	Polo NHS
Teacher III (Elementary)	OSEC-DECSB-TCH3-60089-2002	13	29,798.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units in elementary education	None required	2 years teaching experience	RA 1080: LET/PBET	Division Office
Teacher III (Elementary)	OSEC-DECSB-TCH3-60242-2010	13	29,798.00	2		None required	2 years teaching experience	RA 1080: LET/PBET	Division Office
Teacher III (Elementary)	OSEC-DECSB-TCH3-69209-1998	13	29,798.00	2		None required	2 years teaching experience	RA 1080: LET/PBET	Division Office
Teacher II (Elementary)	OSEC-DECSB-TCH2-60157-2011	12	27,608.00	2		None required	1 year teaching experience	RA 1080: LET/PBET	Division Office
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60161-2014	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/Fir st Level Eligibility	Telbang NHS


Date: November 15, 2022

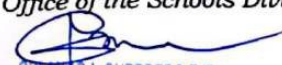
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Prepared by:

  
**CYNTHIA M. RUAMERO**  
Administrative Officer IV  
Personnel Unit

Noted:

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

  
**ORLANDO I. GUERRERO EdD**  
Chief Education Supervisor - CID