

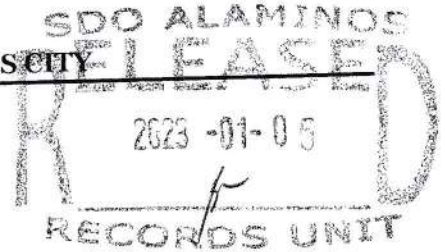


Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2023-004



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

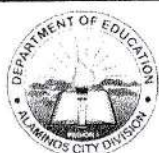
Subject: **NOTICE OF VACANCY**

From : The Schools Division Superintendent

Date : January 04, 2023

1. This Office announces the acceptance of applications for **one (1) Administrative Officer II, five (5) Administrative Assistant III, four (4) Administrative Assistant II, one (1) Administrative Assistant I and one (1) Watchman I** positions in the Schools Division Office of Alaminos City effective **January 04, 2023**. Deadline of submission is on **January 16, 2023, 5:00 PM;**
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. 019 s. 2022, regarding the Merit Selection Plan;**
4. Interested and qualified applicants must submit their application/letter of intent thru **https://bit.ly/SDOAC_ApplicationForm** and **three (3) hard copies** to the Records Unit on or before the deadline, with the following attachments:
 - a. Checklist of Requirements and Omnibus Sworn Statement which can be downloaded at **<https://bit.ly/SDOAC-Checklist>**;
 - b. Letter of intent addressed to the Head of Office, or to the highest human resource officer;
 - c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;

With hundred reasons to serve!



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





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Region I

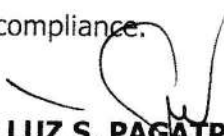
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- f. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, if applicable;
- i. Photocopy of Latest Appointment, if applicable
- j. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance, if applicable;
- k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development;
- l. 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

With hundred reasons to serve!

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SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON January 16, 2023

POSITION TITLE	ITEM NO.	SG	MONTHLY SALARY	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Administrative Officer II	OSEC-DECSB-ADOFP2-60099-2020	11	25,439.00	2	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/Second Level Eligibility	Elementary - SDO Alaminos City
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60145-2014	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/First Level Eligibility	Division Office
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60223-2017	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/First Level Eligibility	Division Office
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60062-2018	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/First Level Eligibility	Division Office
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60058-2018	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/First Level Eligibility	Division Office
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-60147-2014	9	20,402.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional/First Level Eligibility	Division Office

Administrative Assistant II	OSEC-DECSB-ADAS2-60025-2015	8	18,998.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility	Division Office
Administrative Assistant II	OSEC-DECSB-ADAS2-60047-2018	8	18,998.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility	Telbang NHS
Administrative Assistant II	OSEC-DECSB-ADAS2-60222-2017	8	18,998.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility	Elementary - SDO Alaminos City
Administrative Assistant II	OSEC-DECSB-ADAS2-60220-2017	8	18,998.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility	Elementary - SDO Alaminos City
Administrative Assistant I (Acptg. Machine Operator II)	OSEC-DECSB-ADAS1-60010-2015	7	17,899.00	1	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Professional); First Level Eligibility	Division Office
Watchman I	OSEC-DECSB-WCHM1-60039-1998	2	13,305.00	1	Elementary School Graduate	None required	None required	None required	Alaminos City NHS

Doc. Ctrl. No. 2023-007

Prepared by:

Cynthia M. Ruamero
CYNTHIA M. RUAMERO
 Administrative Officer IV
 Personnel Unit

Noted:

Vivian Luz S. Pagatpatan
VIVIAN LUZ S. PAGATPATAN, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Date: January 04, 2023