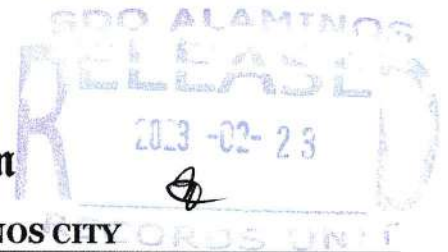




Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

Division Memorandum
DM-2023-102

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**

From : The Schools Division Superintendent

Date : February 21, 2023

1. This Office announces the acceptance of applications for **one (1) JHS Master Teacher II (Filipino), one (1) JHS Teacher III, one (1) JHS Teacher II, five (5) Administrative Assistant II, three (3) Administrative Aide IV and one (1) Administrative Aide III** positions in the Schools Division Office of Alaminos City effective **February 21, 2023**. Deadline of submission is on **March 03, 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) strictly adheres and follows professional standards and evaluation criteria that clearly define the application, selection and appointment process;
3. 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**, to ensure a thorough and comprehensive understanding of the mechanics and guidelines of hiring;
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 Schools Division Superintendent;

With hundred reasons to serve!

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





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Office of the Schools Division Superintendent

- c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- 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 for the last 3 rating period, if applicable;
- k. Means of Verification (MOVs) showing Outstanding Accomplishments (refer to item III.C. of DO 66 s. 2007);
- 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. Submission of additional documents after the deadline or on the date of assessment is not allowed, 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!

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
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DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON March 03, 2023

POSITION TITLE	ITEM NO.	SG	MONTHLY SALARY	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Master Teacher II (Junior High School) (Filipino)	OSEC- DECSB- MTCHR2- 61279-1998	19	51,357.00	2	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent.	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080: LET/ PBET	Alaminos City NHS
Teacher III (Junior High School)	OSEC- DECSB- TCH3-70470- 1998	13	31,320.00	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	Alaminos City NHS
Teacher II (Junior High School)	OSEC- DECSB- TCH2-60276- 2010	12	29,165.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional units in education	None required	1 year teaching experience	RA 1080: LET/ PBET	San Vicente NHS
Administrative Assistant II (Disbursing Officer)	OSEC- DECSB- ADAS2- 60006-2016	8	19,744.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/F 1st Level Eligibility	Inerangan NH
Administrative Assistant II (Disbursing Officer)	OSEC- DECSB- ADAS2- 60027-2014	8	19,744.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/F 1st Level Eligibility	Alos NHS
Administrative Assistant II (Disbursing Officer)	OSEC- DECSB- ADAS2- 60013-2016	8	19,744.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/F 1st Level Eligibility	Polo NHS

Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-60028-2014	8	19,744.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/F 1st Level Eligibility	Telbang
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-60014-2016	8	19,744.00	1	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/F 1st Level Eligibility	Division
Administrative Aide VI	OSEC-DECSB-ADA6-60046-2015	6	17,553.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional/F 1st Level Eligibility	Division
Administrative Aide VI	OSEC-DECSB-ADA6-60045-2015	6	17,553.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional/F 1st Level Eligibility	Division
Administrative Aide VI	OSEC-DECSB-ADA6-60044-2015	6	17,553.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional/F 1st Level Eligibility	Division
Administrative Aide III	OSEC-DECSB-ADAS3-60119-2004	3	14,678.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional/F 1st Level Eligibility	Alamindo NHS

Date: February 21, 2023

Doc. Ctn. No. 2023-002

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