



Republic of the Philippines  
**Department of Education**

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



**Division Memorandum**  
**DM-2023-183**

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 : March 30, 2023

1. This Office announces the acceptance of applications for **one (1) Elementary Teacher III, one (1) Elementary Teacher II, and one (1) School Librarian III** positions in the Schools Division Office of Alaminos City effective **March 30, 2023**. Deadline of submission is on **April 11, 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 positions 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 and DepEd Order No. 7, s. 2023 on the Guidelines on Recruitment, Selection and Appointment in the Department of Education**, 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](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;
  - 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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- 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 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, WITH PROPER TABBINGS/LABELS, 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 (DHRMPSB) 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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**DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON April 11, 2023**

POSITION TITLE	ITEM NO.	SG	MONTHLY SALARY	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Teacher III (Elementary)	OSEC-DECSB-TCH3-71713-1998	13	31,320.00	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	Elementary – SDO Alaminos City
Teacher II (Elementary)	OSEC-DECSB-TCH2-72095-1998	12	29,165.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units in elementary education	None required	1 year teaching experience	RA 1080: LET/ PBET	Elementary – SDO Alaminos City
Librarian III	OSEC-DECSB-SL3-60015-1998	13	31,320.00	2	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2 years of relevant experience	8 hours of relevant training	RA 1080: Librarian	Alaminos City NHS

March 30, 2023

Doc. Ctr. No. 2023-003

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