

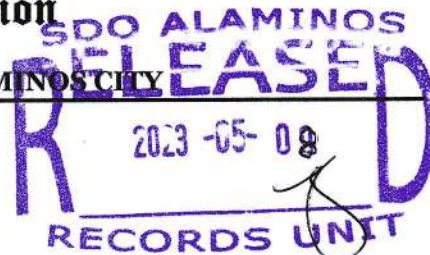


Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2023-269



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 VACANCIES**

From : The Schools Division Superintendent

Date : May 8, 2023

1. This Office announces the acceptance of applications for **two (2) Elementary School Principal II, three (3) Elementary Teacher III, one (1) JHS Teacher II and three (3) Guidance Counselor III** positions in the Schools Division Office of Alaminos City effective **May 8, 2023**. Deadline of submission is on **May 18, 2023, 5:00 PM**.
2. To ensure that highly competent individuals with the appropriate qualifications and specialization are hired for 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 thorough and comprehensive understanding of the mechanics and guidelines for 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
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph





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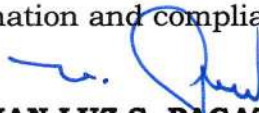
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

- c. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet;
- 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 periods (for Teacher II & Teacher III) or the latest rating period (for Principal II).
- k. Means of Verification (MOVs) showing Outstanding Accomplishments.

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 (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. All qualified applicants regardless of age, race, 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

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Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
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Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON MAY 18, 2023

POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
School Principal II (Elementary)	OSEC-DECSB-SP2-60550-2010	20	57,347.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	Principal Examination Passer; RA 1080; LET/PBET	Elementary-SDO Alaminos City
School Principal II (Elementary)	OSEC-DECSB-SP2-60549-2010	20	57,347.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	Principal Examination Passer; RA 1080; LET/PBET	Elementary-SDO Alaminos City
Teacher III (Elementary)	OSEC-DECSB-TCH3-69216-1998	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 III (Elementary)	OSEC-DECSB-TCH3-60253-2010	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 III (Elementary)	OSEC-DECSB-TCH3-60069-1999	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 (Junior High School)	OSEC-DECSB- TCH2-60041- 2022	12	29,165.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education	None Required	1 year teaching experience	RA 1080: LET / PBET	Alaminos C NHS
Guidance Counselor III	OSEC-DECSB- GUIDC3- 60048-1998	13	31,320.00	2	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080: Guidance Counselor	Alaminos C NHS
Guidance Counselor III	OSEC-DECSB- GUIDC3- 60049-1998	13	31,320.00	2	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080: Guidance Counselor	Alaminos C NHS
Guidance Counselor III	OSEC-DECSB- GUIDC3- 60050-1998	13	31,320.00	2	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080: Guidance Counselor	Alaminos C NHS


Date: May 8, 2023

Doc. Ctrl. No. 2023-004

Prepared by:

Noted:


CYNTHIA M. RUAMERO
 Administrative Officer IV
 Personnel Unit


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