



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

**Division Memorandum
DM-2023-334**

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 : July 19, 2023

1. This Office announces the acceptance of applications for **one (1) SHS Master Teacher II (Science), one (1) JHS Master Teacher I, one (1) Elementary Master Teacher I, one (1) JHS Head Teacher III (Social Studies), one (1) JHS Teacher III, one (1) JHS Teacher II, two (2) Elementary Teacher III, one (1) Secondary School Principal I, two (2) Elementary School Principal I** positions in the Schools Division Office of Alaminos City effective **July 19, 2023**. Deadline of submission is on **July 31, 2023, 5:00 PM**.
2. To ensure that only 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 download **DepEd Order No. 66 s. 2007, regarding the Hiring Guidelines for Teaching, Related Teaching and Non-Teaching Positions and MEC Order 29, s. 1979 regarding Clarification on Guidelines for Implementing the Career Progression System (Master Teacher Program)**, for a thorough and comprehensive understanding of the mechanics and guidelines in hiring.
4. Interested and qualified applicants must submit their application/letter of intent thru **https://bit.ly/SDOAC1_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>**;

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- b. Letter of intent addressed to 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 period, if applicable;
- k. Means of Verification (MOVs) showing Outstanding Accomplishments (refer to item III.C. of DO 66 s. 2007).
- l. Other requirements 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 (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 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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DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON July 31, 2023

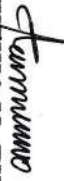
POSITION TITLE	ITEM NO.	SG	SALARY/ ANNUUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Master Teacher II (Senior High School) (Science)	OSEC-DECSB- MTCHR2- 60005-2016	19	51,357.00	2	Academic Track/Core Subjects: Master's degree in relevant strand/subject	Academic Track/Core Subjects: 12 hours of training relevant to the subject area specialization	Academic Track/Core Subjects: 5 years of relevant teaching/industry work experience	-Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring -Applicants for a contractual position: None required -Practitioners (part-time only): None required	SHS-SDO Alaminos City
Master Teacher I (Junior High School)	OSEC-DECSB- MTCHR1- 60065-2022	18	46,725.00	2	Bachelor of Secondary Education or bachelor's degree plus 18 professional unit in Education and 18 units for a Master's degree in Education or its equivalent	None required	3 years as teacher	RA 1080: LET/ PBET	Alaminos City NHS

Master Teacher I (Elementary)	OSEC-DECSB- MTCHR1- 63286-1998	18	46,725.00	2	Bachelor of Elementary Education or bachelor's degree plus 18 professional unit in Education and 18 units for a Master's degree in Education or its equivalent	None required	3 years as teacher	RA 1080: LET/ PBET	Elementary- SDO Alaminos City
Head Teacher III (Junior High School) (Social Studies)	OSEC-DECSB- HTEACH3- 60015-2000	16	39,672.00	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080: LET/ PBET	Alaminos City NHS
Teacher III (Junior High School)	OSEC-DECSB- TCH3-70456- 1998	13	31,320.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education	None required	2 years teaching experience	RA 1080: LET/ PBET	Alaminos City NHS
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 City NHS
Teacher III (Elementary)	OSEC-DECSB- TCH3-69172- 1998	13	31,320.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units in education	None required	2 years teaching experience	RA 1080: LET/ PBET	Elementary- SDO Alaminos City
Teacher III (Elementary)	OSEC-DECSB- TCH3-69196- 1998	13	31,320.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional units in education	None required	2 years teaching experience	RA 1080: LET/ PBET	Elementary- SDO Alaminos City
School Principal I (Secondary)	OSEC-DECSB- SP1-60006- 2013	19	51,357.00	2	Bachelor's Degree in Secondary Education or Bachelor's Degree w/ 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or TIC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	Principal Examination Passer; RA 1080; LET/PBET	Cayucay NHS


School Principal I (Elementary)	OSEC-DECSB- SP1-60075- 2014	19	51,357.00	2	Bachelor's Degree in Elementary Education w/ 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or TTC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	Principal Examination Passer; RA 1080; LET/PBET	Elementary- SDO Alaminos City
School Principal I (Elementary)	OSEC-DECSB- SP1-60013- 2011	19	51,357.00	2	Bachelor's Degree in Elementary Education or Bachelor's Degree w/ 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or TTC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	Principal Examination Passer; RA 1080; LET/PBET	Elementary- SDO Alaminos City

Date: July 19, 2023

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

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