



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



Division Memorandum
DM-2023-357

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 : August 1, 2023

1. This Office announces the acceptance of applications for **nine (9) SHS Teacher II** positions in the Schools Division Office of Alaminos City effective **August 1, 2023**. Deadline of submission is on **August 11, 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**, 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>**;
 - 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;

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- 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 AUGUST 11, 2023

POSITION TITLE	ITEM NO.	SG	SALARY/ANNUUM	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT
Teacher II (Senior High School)	OSEC-DECSB-TCH2-60288-2022	12	29,165.00	2	Academic Track/Core Subjects: Bachelors degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject.	Academic Track/Core Subjects: None Required	Academic Track/Core Subjects: None Required	-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	SHS-SDO Alaminos City
Teacher II (Senior High School)	OSEC-DECSB-TCH2-60203-2023	12	29,165.00	2	Academic Track/Core Subjects: Bachelors degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject.	Academic Track/Core Subjects: None Required	Academic Track/Core Subjects: None Required	-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	SHS-SDO Alaminos City
Teacher II (Senior High School)	OSEC-DECSB-TCH2-60204-2023	12	29,165.00	2	Technical-Vocational Livelihood (TVL) Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Technical-Vocational Livelihood (TVL) Track: At least NC II + TMC I	Technical-Vocational Livelihood (TVL) Track: 6 months of relevant teaching or 6 months of industry work experience	-Applicants for a contractual position: None required	SHS-SDO Alaminos City
Teacher II (Senior High School)	OSEC-DECSB-TCH2-60205-2023	12	29,165.00	2	Technical-Vocational Livelihood (TVL) Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Technical-Vocational Livelihood (TVL) Track: At least NC II + TMC I	Technical-Vocational Livelihood (TVL) Track: 6 months of relevant teaching or 6 months of industry work experience	-Applicants for a contractual position: None required	SHS-SDO Alaminos City
Teacher II (Senior High School)	OSEC-DECSB-TCH2-60206-2023	12	29,165.00	2	Technical-Vocational Livelihood (TVL) Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Technical-Vocational Livelihood (TVL) Track: At least NC II + TMC I	Technical-Vocational Livelihood (TVL) Track: 6 months of relevant teaching or 6 months of industry work experience	-Applicants for a contractual position: None required	SHS-SDO Alaminos City

Teacher II (Senior High School)	OSEC-DECSB- TCH2-60207- 2023	12	29,165.00	2	Academic Track/Core Subjects: Bachelors degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject.	Academic Track/Core Subjects: None Required	Academic Track/Core Subjects: None Required	-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
Teacher II (Senior High School)	OSEC-DECSB- TCH2-60209- 2023	12	29,165.00	2	Technical-Vocational Livelihood (TVL) Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	Technical- Vocational Livelihood (TVL) Track: At least NC II + TMC I *Appropriate to the specialization	Technical- Vocational Livelihood (TVL) Track: 6 months of relevant teaching or 6 months of industry work experience		
Teacher II (Senior High School)	OSEC-DECSB- TCH2-60210- 2023	12	29,165.00	2					


Date: August 1, 2023

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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