



Republic of the Philippines  
**Department of Education**

Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



**Office of the Schools Division Superintendent**

**Division Memorandum**  
**DM-2023-472**

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/OICs  
All Others Concerned

Subject: **NOTICE OF VACANCY**

From : The Schools Division Superintendent

Date : September 28, 2023

1. This Office announces the acceptance of applications for **one (1) Accountant I, one (1) Administrative Officer II, three (3) Project Development Officer I, and one (1) Administrative Aide IV** positions in the Schools Division Office of Alaminos City effective **September 28, 2023**. Deadline of submission is on **October 9, 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. 7 s. 2023, entitled Guidelines on Recruitment, Selection and Appointment in the Department of Education, specifically Enclosure No. 5, Criteria and Point System for Hiring and Promotion to 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 in **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](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)





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- 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 in the last rating period(s) covering one (1) year performance, if applicable;
- k. Means of Verification (MOVs) showing Outstanding Accomplishments.
- 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 October 9, 2023**

POSITION TITLE	ITEM NO.	SG	MONTHLY SALARY	LEVEL	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PT ASS
Accountant I	OSEC-DECSB-A1-60059-1998	12	29,165.00	2	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (CPA)	Alam NHS
Administrative Officer II	OSEC-DECSB-ADOF2-60160-2023	11	27,000.00	2	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	Elen SDC City
Project Development Officer I	OSEC-DECSB-PDO1-60144-2023	11	27,000.00	2	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	Elen SDC City
Project Development Officer I	OSEC-DECSB-PDO1-60145-2023	11	27,000.00	2	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	Elen SDC City
Project Development Officer I	OSEC-DECSB-PDO1-60146-2023	11	27,000.00	2	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	Elen SDC City
Administrative Aide IV	OSEC-DECSB-ADA4-60249-2004	4	15,586.00	1	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility	Alan NHS

Date: September 28, 2023

Doc. Ctrl. No. 2023-010

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