



Republic of the Philippines
Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

Division Memorandum

DM-2023-492

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 : October 6, 2023

1. This Office announces the acceptance of applications for **four (4) JHS Teacher III, one (1) JHS Teacher II, one (1) SHS Teacher III, one (1) SHS Teacher II and one (1) Elementary Teacher III** positions in the Schools Division Office of Alaminos City effective **October 6, 2023**. Deadline of submission is on **October 16, 2023, 5:00 PM**.
2. To ensure that only highly competent individuals with the appropriate qualifications and specialization are hired for 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 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;
 - 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;

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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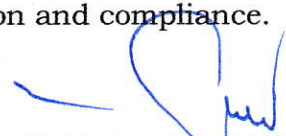
Region I
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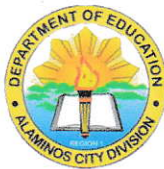
- f. Photocopy of Transcript of Records (TOR) and Diploma;
- g. Photocopy of Certificate/s of training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, if applicable;
- i. Photocopy of Latest Appointment, if applicable;
- j. Photocopy of the Performance Ratings in the last 3 rating periods, 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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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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DEADLINE OF SUBMISSION OF APPLICATION WILL BE ON October 16, 2023

| POSITION TITLE | ITEM NO. | SG | MONTHLY SALARY | LEVEL | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | PLACE OF ASSIGNMENT |
|-------------------------------------|--------------------------------|----|----------------|-------|---|------------------|--------------------------------|-----------------------|--------------------------------|
| Teacher III (Junior High School) | OSEC-DECSB- TCH3-61516-2018 | 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 III (Junior High School) | OSEC-DECSB- TCH3-70475-1998 | 13 | 31,320.00 | 2 | Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education (preferably major in Social Studies) | None required | 2 years teaching experience | RA 1080: LET/ PBET | Alaminos City NHS |
| Teacher III (Junior High School) | OSEC-DECSB- TCH3-60100-2015 | 13 | 31,320.00 | 2 | Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education (preferably major in Science) | None required | 2 years teaching experience | RA 1080: LET/ PBET | Alaminos City NHS |
| Teacher II (Junior High School) | OSEC-DECSB- TCH2-60034-2010 | 12 | 29,165.00 | 2 | Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units in professional education (preferably major in MAPEH) | None Required | 1 year teaching experience | RA 1080: LET/ PBET | Alaminos City NHS |
| Teacher III (Junior High School) | OSEC-DECSB- TCH3-60410-2023 | 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 | Telbang NHS |
| Teacher III (Elementary) | OSEC-DECSB- TCH3-69171-1998 | 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-SD Alaminos City |

| | | | | | | | | | |
|--|--|-----------|------------------|----------|--|---|--|---|-------------------------------|
| <p>Teacher III (Senior High School)</p> | <p>OSEC-DECSB- TCH3-60264-2016</p> | <p>13</p> | <p>31,320.00</p> | <p>2</p> | <p>Academic Track/Core Subjects: Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/ subject.</p> | <p>Academic Track/Core Subjects: 4 hours of training relevant to the subject area specialization</p> | <p>Academic Track/Core Subjects: 1 year of relevant teaching/industry work experience</p> | <p>-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</p> | <p>SHS-SDO Alaminos C</p> |
| <p>Teacher II (Senior High School)</p> | <p>OSEC-DECSB- TCH2-60039-2016</p> | <p>12</p> | <p>29,165.00</p> | <p>2</p> | <p>Academic Track/Core Subjects: Bachelor's 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.</p> | <p>Academic Track/Core Subjects: None Required</p> | <p>Academic Track/Core Subjects: None Required</p> | <p>SHS-SDO Alaminos C</p> | |


Date: October 6, 2023

Doc. Cntl. No. 2023-011

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