



Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 JUN 16 2023
 BY: _____

016 June 2023

DIVISION MEMORANDUM
 NO. 225, s. 2023

RECRUITMENT, SCREENING AND SELECTION FOR SENIOR EDUCATION PROGRAM SPECIALIST, SCHOOL PRINCIPAL I, HEAD TEACHER II, ELEMENTARY MASTER TEACHER I & II AND ADMINISTRATIVE ASSISTANT II (CLERK IV) POSITIONS

TO : Assistant Schools Division Superintendent
 Chief SGOD and OIC-Chief CID
 Officials OSDS, CID and SGOD
 School Heads, Public Elementary, Secondary and Senior High School
 All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Senior Education Program Specialist, School Principal I, Head Teacher II, Elementary Master Teacher I & II and Administrative Assistant II (Clerk IV) positions is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	June 22, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	June 23 & 26, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	June 27, 2023	8:30 am	L & D

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Senior Education Program Specialist	Salary Grade: 19 Monthly Salary: P51,357.00
Station of Deployment: School Governance and Operations Division (Planning and Research)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.
Experience:	2 years experience in education research, development, implementation or other relevant experience
Training:	8 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
JOB SUMMARY:	
<input type="checkbox"/> To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans <input type="checkbox"/> To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office.	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤Planning Frame, Systems, and Plans ➤Research ➤Basic Education Information System (E-BEIS) Maintenance and Report Generation ➤Technical Assistance	



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POSITION PROFILE	
Position Title: Elementary School Principal I	Salary Grade: 19
Station of Deployment: Elementary / Integrated Schools	Monthly Salary: 51,357.00
QUALIFICATIONS:	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
Experience:	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training:	40 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ➤ Supervises and directs all school teaching and non-teaching personnel. ➤ Manages instructional system and sets up goals and objectives. ➤ Promotes and coordinates services for the holistic development of school personnel and pupils. ➤ Requests and Distributes instructional materials. ➤ Practices equitable distribution of teaching loads and observes teacher-learner ratio. ➤ Initiates and compiles teachers' professional documents in portfolios. ➤ Rates all school personnel performance and recommends promotion. ➤ Ensures compliance to existing laws, policies, and orders of fundraising projects for the school. ➤ Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders. ➤ Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP) ➤ Leads the preparation of SIP/AIP and ensures participation of stakeholders. ➤ Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists. 	

POSITION PROFILE	
Position Title: Head Teacher II	Salary Grade: 15 Monthly Salary: P 36,619.00
Station of Deployment: Elementary School	
QUALIFICATIONS:	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
Experience:	HT for 1 year; or TIC for 1 year; or Teacher for 4 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
GENERAL DUTIES AND RESPONSIBILITIES:	
<p>Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.</p>	



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POSITION PROFILE	
Position Title: Master Teacher II (ELEMENTARY)	Salary Grade: 19 Monthly Salary: P49,835.00
Station of Deployment: Sitio Target Integrated School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent
Experience:	1 year as Master Teacher 1 or 4 years as Teacher III
Training:	4 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Performs full teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.	

POSITION PROFILE	
Position Title: Master Teacher I (ELEMENTARY)	Salary Grade: 18 Monthly Salary: P 46,725.00
Station of Deployment: Elementary Schools	
CSC QUALIFICATIONS:	
Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent
Experience:	3 years relevant experience
Training:	None Required
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Performs full teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.	

POSITION PROFILE	
Position Title: Administrative Assistant II (Clerk IV)	Salary Grade: 8 Monthly Salary: P19,744.00
Station of Deployment: Sitio Target IS	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY: To provide administrative assistance and finance-related functions to the School Head and coordinate with the HRMO in the provision of personnel administration/finance services to the management.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Prepare all documents needed for the completion of school's monthly MOOE Liquidation. • Monitor the utilization of MOOE and SBFP funds year-round. • Report and return Monthly MOOE and SBFP Liquidation to the SDO. • Provides human resources management support to the School Head and coordinate with the HRMO of the SDO. • Compute and submit to SDO applicable personnel benefits for processing, funding and release. 	



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| <ul style="list-style-type: none">• Update school personnel records and maintain database for personal information.• Acts on application of leaves, monitor, record attendance/absence of school personnel and update vacation/leave credits of school personnel• Perform other functions on property custodianship as may be assigned by the immediate supervisor |
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3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - j. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
4. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
5. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with **RA No. 10173**, otherwise known as the Data Privacy Act of 2012.
6. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions, ", Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related Teaching Positions, Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non- Teaching Positions** and **MEC Order No. 10 s.1979 Ranking of Master Teachers**
7. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



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8. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
9. Immediate dissemination of this Memorandum is desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encls.: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
EMPLOYMENT PROMOTIONS RECRUITMENT

CLM/PERSONNEL/June 16, 2023