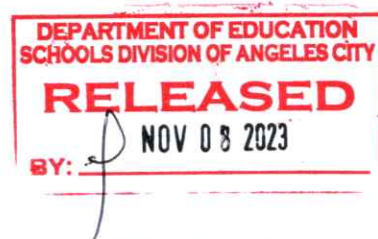




Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City



November 7, 2023

DIVISION MEMORANDUM
 NO. 395 s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR
 HEAD TEACHER III, REGISTRAR I, DENTIST 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

- The field is hereby informed that the recruitment, screening and selection for vacant Head Teacher III, Registrar I, Dentist II and Administrative Assistant II (Clerk IV) position is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Nov. 13, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Nov. 15-16, 2023	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced	8:30 am	L&D / HRMPSB

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

POSITION PROFILE	
Position Title: Head Teacher III	Salary Grade: 16 Monthly Salary: P 39,672.00
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 2 years; or TIC for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
GENERAL DUTIES AND RESPONSIBILITIES:	
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.	



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POSITION PROFILE	
Position Title: Registrar I	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: Angeles City National High School - SHS	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ Receives, updates and maintains the records, reports and documents of the school, its staff and learners. ➤ Manages and updates the Learner Information System (LIS). ➤ Ensures an efficient process of registration and enrollment. ➤ Facilitates the process of releasing records of the school, staff and learners. 	
POSITION PROFILE	
Position Title: Dentist II	Salary Grade: 17 Monthly Salary: P43,030.00
Station of Deployment: Elementary/Secondary Schools	
CSC QUALIFICATIONS:	
Education:	Doctor of Dental Medicine or Dental Surgery
Experience:	1 year relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080
JOB SUMMARY:	
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs	
GENERAL DUTIES AND RESPONSIBILITIES:	
Dental Health Program and Services	
<ul style="list-style-type: none"> • Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools • Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office • Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office • Prepares and submits periodic reports of accomplishments in Dental Health Care Programs 	





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Nutrition Program Service (with emphasis on Dental Health Care)

- Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO
- Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO

Partnership

- Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO

POSITION PROFILE	
Position Title: Administrative Assistant II (Clerk IV)	Salary Grade: 8 Monthly Salary: P19,744.00
Station of Deployment: Bonifacio V. Romero HS - SHS	
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. • 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 	

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and 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.





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- 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) 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;
- j) 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.
- k) 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
 - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.

4. 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.

5. 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 and Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non- Teaching Positions**

6. 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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7. 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.

8. Immediate dissemination of this Memorandum is desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/November 7, 2023