



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 BY: *[Signature]* APR 02 2024

April 1, 2024

DIVISION MEMORANDUM
 NO. 138, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR
 HEAD TEACHER III, MASTER TEACHER II, ADMINISTRATIVE OFFICER II,
 ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE IV AND
 ADMINISTRATIVE AIDE III POSITIONS**

TO : Assistant Schools Division Superintendent
 Chief education Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Head Teacher III, Master Teacher II, Administrative Officer II, Administrative Assistant II, Administrative Aide IV and Administrative Aide III positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Apr. 8, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Apr. 10-12, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

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

POSITION PROFILE	
Position Title: Head Teacher III (MATH DEPT.) OSEC-DECSB-HTEACH3-150108-1998	Salary Grade: 16 Monthly Salary: P39,672.00
Station of Deployment: Angeles City Nat'l High School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Secondary Education; or Bachelor's w/ 18 professional education units with appropriate field of specialization
Experience:	HT for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: 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: Master Teacher II (ELEM) OSEC-DECSB- MTCHR2-150860-1998	Salary Grade: 19 Monthly Salary: P51,357.00
Station of Deployment: AMSIC 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 II (TLE with specialization in Furniture and Cabinet Making Technology) OSEC-DECSB- MTCHR2-150336-2016	Salary Grade: 19 Monthly Salary: P51,357.00
Station of Deployment: Angeles City National Trade School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; 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.	



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POSITION PROFILE	
Position Title: Administrative Officer II (Human Resource Management Officer I)	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: Angeles City Nat'l Trade School - SHS	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ Personnel Administration and Records ➤ Compensation and Benefits Administration ➤ Property Custodianship ➤ General Administrative Support ➤ Other HR-Related Functions 	

POSITION PROFILE		
Position Title: Administrative Assistant II (Clerk IV)	Salary Grade: 4	Monthly Salary: P15,586.00
OSEC-DECSB-ADAS2-150084-2011		
Station of Deployment: Rafael L. Lazatin Memorial High School		
CSC QUALIFICATIONS:		PREFERRED QUALIFICATIONS:
Education:	Completion of two-year studies in college	Education: Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 yrs. studies in college w/ at least 9 units in accounting subjs.
Experience:	1 year relevant experience	
Training:	4 hrs. relevant training	
Eligibility:	Career Service Sub-Professional (First Level Eligibility)	
JOB SUMMARY: The position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.		
GENERAL DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none"> ➤ Assists the Senior Bookkeeper/School Head in the performance of the following: <ul style="list-style-type: none"> • preparation/maintenance of registries of allotment and obligations; • preparation of financial and accountability reports and maintenance of subsidiary ledgers; 		



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- Preparation of liquidation of cash advances;
 - Pre-auditing of financial documents;
 - Other related bookkeeping and accounting tasks as may be assigned.
- **Budgeting System and Preparation**
- Assists in the conduct of orientations and workshops on the budgeting system;
 - Assists and gather data in the conduct of review of the budgeting system towards its continuous improvement;
 - Provide clerical support in the preparation of budget proposals.

POSITION PROFILE

Position Title: Administrative Aide IV (Clerk II) OSEC-DECSB-ADA4-150187-2004	Salary Grade: 4 Monthly Salary: P15,586.00
Station of Deployment: Angeles City Nat'l Trade School	

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: The position shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.

GENERAL DUTIES AND RESPONSIBILITIES:

- Receives, records and endorses outgoing and incoming communications;
- Maintains office reports and other documents;
- Reproduces official communications/documents for dissemination to other units;
- Assists in the preparation of training materials;
- Performs secretarial services when necessary; and
- Does other tasks as may be assigned.

POSITION PROFILE

Position Title: Administrative Aide III (Clerk I) OSEC-DECSB-ADA3-150162-2004	Salary Grade: 3 Monthly Salary: P14,678.00
Station of Deployment: Angeles City Nat'l High School	

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: The position shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.



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GENERAL DUTIES AND RESPONSIBILITIES:

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Perform other administrative and technical assistance as may be determined by the School Head.

3. All interested applicants may register through this link: <https://bit.ly/RegVacantPositions> 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 resource officer designated by the Head of Office;
- 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.





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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, Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions, and MEC Order No. 10 s.1979**
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
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.


ENGR. EDGARD C. DOMINGO 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/April 01, 2024 



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