



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

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY  
**RELEASED**  
 BY: JUN 03 2024

03 June 2024

DIVISION MEMORANDUM  
 NO. 217, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (CLERK IV), HEAD TEACHER III, MASTER TEACHER I, VACANT AND ANTICIPATED VACANCIES FOR TEACHER III AND TEACHER II POSITIONS IN THE ELEMENTARY AND SECONDARY LEVELS**

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

1. This is to announce the recruitment, screening and selection for non-teaching, teaching-related and teaching positions, this Division, to mention:

Position	Vacancy	Deadline of Submission
Administrative Assistant III (Senior Bookkeeper)	Rafael L. Lazatin Mem. HS	June 10, 2024 8:00am - 5:00pm at the Records Unit <b>*Division open ranking to be announced.</b>
Administrative Assistant II (Clerk IV)	Rafael L. Lazatin Mem. HS	
Head Teacher III (Filipino Dept.)	Angeles City Nat'l Trade School	
Master Teacher I (TLE Specialized in Electrical Technology)	Angeles City Nat'l Trade School	
Teacher III (vacant and anticipated vacancies)	Angeles City Nat'l Trade School and Elementary schools	
Teacher II (vacant and anticipated vacancies)	Angeles City Nat'l Trade School and Elementary schools	

2. The CSC Qualification Standard of the said positions are stated below:

POSITION PROFILE	
<b>Position Title: Head Teacher III</b> (Filipino Department)	Salary Grade: 16 Monthly Salary: P39,672.00
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



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Eligibility:	PBET/Teacher/RA 1080 (LET)
<b>JOB SUMMARY:</b> 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.	

<b>POSITION PROFILE</b>	
<b>Position Title: Master Teacher I (TLE with specialization in Electrical Technology)</b>	Salary Grade: 18 Monthly Salary: P46,725.00
<b>CSC QUALIFICATIONS:</b>	
Education:	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent
Experience:	3 years of relevant experience
Training:	None required
Eligibility:	PBET/Teacher/RA 1080 (LET)
<b>JOB SUMMARY:</b> 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.	

<b>POSITION PROFILE</b>	
<b>Position Title: Teacher III</b>	Salary Grade: 13 Monthly Salary: P31,320.00
<b>CSC PRESCRIBED QUALIFICATIONS:</b>	
Education:	<b>Elementary:</b> Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education <b>Secondary:</b> Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	2 years relevant experience
Training:	None Required
Eligibility:	RA 1080 (Teacher) /LET/PBET

<b>POSITION PROFILE</b>	
<b>Position Title: Teacher II</b>	Salary Grade: 12 Monthly Salary: P29,165.00
<b>CSC PRESCRIBED QUALIFICATIONS:</b>	
Education:	<b>Elementary:</b> Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education <b>Secondary:</b> Bachelor of Secondary Education (BSEd); or



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	Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	1 year relevant experience
Training:	None Required
Eligibility:	RA 1080 (Teacher) /LET/PBET

**POSITION PROFILE**

Position Title: Administrative Assistant III (Senior Bookkeeper)		Salary Grade: 9 Monthly Salary: P21,211.00
<b>CSC QUALIFICATIONS:</b>		<b>PREFERRED QUALIFICATIONS:</b>
Education:	Completion of two years 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. of relevant training	
Eligibility:	Career Service Sub-Professional (First Level Eligibility)	

**JOB SUMMARY:** To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

**POSITION PROFILE**

Position Title: Administrative Assistant II (Clerk IV)		Salary Grade: 8 Monthly Salary: P19,744.00
<b>CSC QUALIFICATIONS:</b>		
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.



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3. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of 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;
4. **For Teacher III and Teacher II secondary level positions, applicants from other schools with specialization in the following areas: Mathematics, English, Science, Araling Panlipunan and TLE (specialized in ICT, Automotive, Technical Drafting, FCM and EIM) are encouraged to apply.**
5. 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.
6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
7. 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.
8. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSTB will be based on **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; DepEd Order No. 66 s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and MEC Order No. 10 s.1979, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers"**.
9. 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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10. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

References: 1. DO 66 s. 2007

2. DO 07 s. 2023

3. MEC 10 s. 1979

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

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/AOIV/June 3, 2024



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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion 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 Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.