



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

06 Aug 2024

DIVISION MEMORANDUM
 NO. 292, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR SCHOOL
 ADMINISTRATION, TEACHING AND NON-TEACHING POSITIONS**

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 school administration, teaching and non-teaching positions, this Division, to mention:

| Position | Vacancy | Deadline of Submission |
|--|--|---|
| School Principal II | Elementary School | August 12, 2024 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced. |
| Head Teacher III (Science Dept.) | Angeles City National Trade School | |
| Head Teacher II (Math Dept.) | Angeles City National Trade School | |
| Master Teacher II | Anunas ES | |
| Master Teacher I | AMSIC IS | |
| Registrar | Angeles City Science High School - SHS | |
| Admin. Assistant III (Senior Bookkeeper) | Angeles City National Trade School | |
| Admin. Assistant III | Elementary School/Personnel Unit | |
| Admin. Assistant II | Elementary School | |
| Admin. Assistant I | Budget Unit | |
| Admin. Aide VI | Division Office | |



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

| Position | Education | Training | Experience | Eligibility |
|---------------------|--|--|------------------------------|--------------------------------|
| School Principal II | Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management | 1 yr. as Principal | 40 hrs. of relevant training | PBET/Teacher/ RA 1080 (LET) |
| Head Teacher III | Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 prof. educ. units with appropriate field of specialization | HT for 2 yrs.; or Teacher for 5 yrs. | 24 hrs. of relevant training | |
| Head Teacher II | | HT for 1 yrs.; or Teacher for 4 yrs. | | |
| Master Teacher II | Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent | 1 year as Master Teacher 1 or 4 years as Teacher III | 4 hrs. of relevant training | |
| Master Teacher I | Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent | 3 yrs. relevant experience | None Required | |





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|--------------------------------------|--|---------------------------|--------------------------|--|
| Registrar | Bachelor's degree | None required | None Required | CSC professional (Second Level Eligibility) |
| Admin. Asst. III (Senior Bookkeeper) | Completion of two years studies in college Preferred QS: Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine(9) units in accounting subjects. | 1 yr. relevant experience | 4 hrs. relevant training | CSC Sub-professional (First Level Eligibility) |
| Admin. Asst. III (Secretary II) | Completion of two years studies in college | 1 yr. relevant experience | 4 hrs. relevant training | |
| Admin. Asst. II (Clerk IV) | | | | |
| Admin. Asst. I (Secretary I) | Completion of two years studies in college | None Required | None Required | |
| Admin. Aide VI (Clerk III) | Completion of two years studies in college | None Required | None Required | |
| Admin. Aide VI (Utility Foreman) | Elementary School Graduate | None Required | None Required | |



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3. 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.
4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", and MEC Order No. 10 s. 1979, "Ranking of Master Teachers"**
5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a green folder and properly labelled, 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.
6. **Applicants who are included in the Rank List for Master Teacher I position in the Elementary Level last July 15, 2024 and in the Rank List for Master Teacher II last January 25, 2024 are allowed to submit their Letter of Intent and additional documents for updating of their scores within the indicated timeline.**
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. 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.
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. MEC 10 s. 1979

2. DO 07 s. 2023

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

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/August 05, 2024 *h*



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