



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

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY  
**RELEASED**  
 BY: AUG 16 2024

DIVISION MEMORANDUM  
 NO. 297, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR SCHOOL  
 ADMINISTRATION AND ANTICIPATED VACANCIES FOR  
 NON-TEACHING 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 School Principal III, Head Teacher III, Head Teacher I and anticipated vacancies for non-teaching position are now officially opened to all qualified and interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Aug. 19, 2024	8:00am - 5:00pm	Records Unit
Initial Evaluation of Applications	Aug. 22, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced.		

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

<b>POSITION PROFILE</b>	
Position Title: <b>School Principal III</b>	
Station of Deployment: Elementary School	
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional units plus 6 units of management
Experience:	2 years as Principal
Training:	40 hrs. of relevant training
Eligibility:	RA 1080 (LET)/PBET
<b>JOB SUMMARY:</b> The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	



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<b>POSITION PROFILE</b>	
<b>Position Title: Head Teacher III (Filipino)</b>	
Station of Deployment: <b>Bonifacio V. Romero HS</b>	
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate filed of specialization
Experience:	HT for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
<b>GENERAL DUTIES AND RESPONSIBILITIES:</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: Head Teacher I (Filipino)</b>	
Station of Deployment: <b>Rafael L. Lazatin Memorial HS</b>	
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
Experience:	TIC for 1 year; or Teacher for 3 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
<b>GENERAL DUTIES AND RESPONSIBILITIES:</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: Administrative Officer II</b>	
Station of Deployment: Elementary School	
<b>CSC QUALIFICATIONS:</b>	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)



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**JOB SUMMARY:** This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.

**POSITION PROFILE**

Position Title: **Administrative Officer III**

**CSC QUALIFICATIONS:**

Education:	Bachelor's degree
Experience:	1 hour of relevant experience
Training:	4 hours relevant training
Eligibility:	Career Service Professional (Second Level Eligibility)

**JOB SUMMARY:** To provide admin. support in the preparation of budgetary requirements and provide effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division.  
The position shall be responsible in the processing of payroll and other payroll-related services at the SDO. It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the SDO.

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", **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.**
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.



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6. 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.
7. 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.
8. 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.
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.
10. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

References: 1. DO 07 s. 2023

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

EMPLOYMENT  
PROMOTIONS  
RECRUITMENT

CLM/Personnel/August 014, 2024



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**CHECKLIST OF REQUIREMENTS**

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

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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) (where 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.