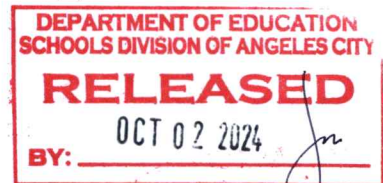




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY



2 Oct 2024

DIVISION MEMORANDUM
 NO. 353, s. 2024

RECRUITMENT, SCREENING AND SELECTION FOR TEACHING AND NON-TEACHING POSITIONS

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

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

Position	Vacancy	Deadline of Submission
Master Teacher I	Tacondo Elementary School	Oct. 9, 2024 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Special Education Teacher I	Francisco G. Nepomuceno Mem. HS	
Dentist II	SDO Angeles City	
Admin. Assistant II (Disbursing Officer II)	Angeles City Science HS	
Admin. Aide VI (Clerk III)	Records Unit	
Admin. Aide IV (Driver II)	SDO Angeles City	

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

POSITION PROFILE	
Position Title: Dentist II	Salary Grade: 17 Monthly Salary: P45,138.00
Station of Deployment: SDO Angeles City	
CSC QUALIFICATIONS:	
Education:	Doctor of Dental Medicine or Dental Surgery
Experience:	1 year relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080



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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

- 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

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 (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: P20,534.00
Station of Deployment: Angeles City Science HS	
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:	
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the	



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necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

GENERAL DUTIES AND RESPONSIBILITIES:

Assist the Senior Bookkeeper/School Head in the performance of the following:

- Preparation/maintenance of registries of allotment and obligations
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.

Budgeting Services

- Assist 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
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

Budget Execution

- Prepare data needed to approve obligation requests
- Gather data needed to evaluate and prepare status report on budget utilization
- Prepares documents to approve fund transfer to other operating units

POSITION PROFILE	
Position Title: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: P18,255.00
Station of Deployment: Records Unit	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)



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JOB SUMMARY:

To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.

GENERAL DUTIES AND RESPONSIBILITIES:

- Receiving and Releasing all documents brought to the records unit.
- Assist Records Officer in document authentication, Verification and Certifications following protocol for such.
- Gather data and information required in the preparation of annual and other administrative reports.
- Provides technical assistance and interventions to support effective records management in the Schools Division, schools and learning centers.

POSITION PROFILE

Position Title: Administrative Aide IV (Driver II)	Salary Grade: 4 Monthly Salary: P16,209.00
Station of Deployment: Office of the Schools Division Superintendent	

CSC QUALIFICATIONS:

Education:	Elementary School Graduate
Experience:	None Required
Training:	None Required
Eligibility:	Professional Driver's License

JOB SUMMARY:

Provide transport service to the Schools Division Superintendent and deliver prompt and quality support service to the OSDS by assisting in the implementation of administrative systems, procedures and projects in order for the Director to perform his/her duties efficiently.

GENERAL DUTIES AND RESPONSIBILITIES:

- Drives the service vehicle of the SDS to destinations as directed by the SDS/ASDS or through the office Administrative Assistant
- Prepares/encodes fuel and oil consumption and distance traveled and submits report to General Services.
- Recommends repair or replacement of damaged parts to General Services unit and follows up to ensure vehicle serviceability at all times.
- Bring memos, documents to offices as assigned by the office Administrative Assistant.
- Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant.



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POSITION PROFILE	
Position Title: SPED Teacher I	Salary Grade: 14 Monthly Salary: P35,434.00
Station of Deployment: Francisco G. Nepomuceno Mem. HS	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education with specialization in Special Education
Experience:	None Required
Training:	None Required
Eligibility:	PBET/Teacher/RA 1080 (LET) (Secondary)
JOB SUMMARY: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.	

POSITION PROFILE	
Position Title: Master Teacher I (ELEMENTARY)	Salary Grade: 18 Monthly Salary: P 49,015.00
Station of Deployment: Tacondo Elementary School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent
Experience:	3 years relevant experience
Training:	None Required
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.	

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.



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4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 66 s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"** and **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", 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 **blue folder for teaching positions and white folder for non-teaching positions** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), until **October 9, 2024 5:00pm** 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. 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. 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

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

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/Oct. 2, 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 HRMG/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</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", electronic 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.

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

(Signature Over Printed Name)

Date: _____