



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

12 Dec 2024

DIVISION MEMORANDUM
NO. 476, s. 2024

RECRUITMENT, SCREENING AND SELECTION FOR ASST. SCHOOL PRINCIPAL II, HEAD TEACHER III, SPED TEACHER I AND SPED TEACHER III POSITIONS

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

1. The field is hereby informed that the recruitment, screening and selection for vacant Asst. School Principal II, Head Teacher III, SPED Teacher I and SPED Teacher III positions is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Dec. 23, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Dec. 27, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		L&D / HRMPSB

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

POSITION PROFILE	
Position Title: Head Teacher III	Salary Grade: 16 Monthly Salary: P 41,616.00
Station of Deployment: Elementary School	
QUALIFICATIONS:	
Education:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
Experience:	HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
GENERAL DUTIES AND RESPONSIBILITIES:	
Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates	



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with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

POSITION PROFILE	
Position Title: Assistant School Principal II	Salary Grade: 19 Monthly Salary: P53,873.00
Station of Deployment: Senior High Schools	
QUALIFICATIONS:	
Education:	Bachelor's degree in education or its equivalent with a major and minor; or Bachelor's degree in Arts and Sciences with at least 10 units in professional education
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080 (LET)/PBET/Teacher
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ➤ Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school; ➤ Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands and subjects; ➤ Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal; ➤ Coaches and mentors the teaching staff of the school; ➤ Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and ➤ Reports to the School Principal/School Head. 	

POSITION PROFILE	
Position Title: SPED Teacher III	Salary Grade: 16 Monthly Salary: P41,616.00
Station of Deployment: Angeles Elementary School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education with specialization in Special Education
Experience:	2 years experience as Special Education Teacher
Training:	4 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech	



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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: SPED Teacher I	Salary Grade: 14 Monthly Salary: P35,434.00
Station of Deployment: Schools with SPED Classes	
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 Eligibility)
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.	

- 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.
- Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:

For SPED Positions: **DepEd Order No. 66 s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"**

For School Administration Positions: **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**



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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 for teaching positions and white folder for school administration positions** 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. 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 07 s. 2023
2. DO 66 s. 2007

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

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/Dec. 12, 2024



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