



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

09 Oct 2025

DIVISION MEMORANDUM
NO. 335, s. 2025

RECRUITMENT, SCREENING AND SELECTION FOR TEACHING, NON-TEACHING, RELATED-TEACHING AND SCHOOL ADMINISTRATION 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 teaching, non-teaching, related-teaching and school administration positions, this Division, to mention:

Teaching and School Administration Positions	Station/Vacancy
Master Teacher I	Elementary School
Head Teacher VI (English)	Angeles City Nat'l HS
Head Teacher IV (TLE)	Angeles City Nat'l HS
Teacher II	Elementary Schools and Senior High Schools

Non-Teaching Positions	Station/Vacancy
Administrative Officer I (Supply Officer)	Angeles City Nat'l Trade School
Administrative Assistant III (Senior Bookkeeper)	Sapangbato Nat'l HS Angeles City Nat'l HS
Administrative Assistant II (Disbursing Officer II)	Angeles City Nat'l Trade School
Administrative Assistant II (Clerk IV)	Elementary School

Related-Teaching Positions	Station/Vacancy
Senior Education Program Specialist (Planning and Research)	SGOD Unit



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

FOR TEACHING AND SCHOOL ADMINISTRATION POSITIONS

POSITION PROFILE	
Position Title: Master Teacher I	Salary Grade: 18 Monthly Salary: P51,304.00
Station of Deployment: Elementary Schools	
CSC QUALIFICATIONS:	
Education:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
Experience:	5 years teaching experience
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher- Secondary)
Perf. Requirement <u>(1) year complete performance rating period in the current position</u>	*21 Proficient COIs at Outstanding *8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

POSITION PROFILE	
Position Title: Teacher II	Salary Grade: 12 Monthly Salary: P32,245.00
Station of Deployment: Elementary and Senior High Schools	
CSC QUALIFICATIONS:	
Education:	Elementary: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education Senior High School Academic Track & Core Subjects: Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject Senior High School Technical Vocational Track: Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education



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	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization Senior High School Sports Track: Bachelor's degree with a major in filed(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the sports Track plus 18 professional units in Education
Experience:	Elementary: 1 year teaching experience Senior High School Academic Track & Core Subjects: 1 year experience in teaching or industry work in relevant strand/subject Senior High School Technical Vocational Track: 1 year experience in teaching or industry experience in relevant strand/area of specialization Senior High School Sports Track: 1 year experience in teaching or industry experience in relevant field(s) under Sports Track
Training:	Elementary : 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Senior High School Academic Track & Core Subjects: 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Senior High School Technical Vocational Track: National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in the relevant technical-vocational course(s) in the area of specialization Senior High School Sports Track: 8 hours of training in Curriculum and Instruction of relevant filed(s) under Sports Track acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher- Secondary) For Provisional: None required for provisional¹ and contractual appointments¹ must pass the LET within 5 years after the date of first hiring
Perf. Requirement <u>(1) year complete performance rating period in the current position</u>	*At least 6 Proficient COIs at Very Satisfactory *At least 4 Proficient NCOIs at Very Satisfactory



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POSITION PROFILE	
Position Title: Head Teacher VI (English Department) *Published 8/28/2025	Salary Grade: 19 Monthly Salary: P56,390.00
Station of Deployment: Angeles City National High School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
Experience:	HT for 5 years; or MT for 4 years
Training:	24 hours of relevant training
Eligibility:	RA 1080 (LET)

POSITION PROFILE	
Position Title: Head Teacher IV (TLE Department) *Published 8/28/2025	Salary Grade: 17 Monthly Salary: P47,247.00
Station of Deployment: Angeles City National High School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
Experience:	HT for 3 years; or MT for 2 years
Training:	24 hours of relevant training training
Eligibility:	RA 1080 (LET)

FOR RELATED TEACHING & NON-TEACHING POSITIONS

POSITION PROFILE	
Position Title: Senior Education Program Specialist (Planning and Research)	Salary Grade: 19 Monthly Salary: P56,390.00
Station of Deployment: SGOD	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.
Experience:	2 years experience in education research, development, implementation or other relevant experience
Training:	8 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Job Summary:	- To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans. - To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office.



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POSITION PROFILE	
Position Title: Administrative Officer I (Supply Officer I)	Salary Grade: 10 Monthly Salary: P25,586.00
Station of Deployment: Angeles City National Trade School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
Job Summary:	- To provide technical services to the management and staff in relation to procurement, inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment and properties to support the efficient operations of the school in managing the delivery of quality basic education. - To facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.

POSITION PROFILE	
Position Title: Administrative Assistant III (Senior Bookkeeper)	Salary Grade: 9 Monthly Salary: P23,226.00
Station of Deployment: Angeles City Nat'l HS / Sapangbato Nat'l HS	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)*
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 (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: P21,448.00
Station of Deployment: Angeles City Nat'l Trade School	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)*
Experience:	1 year relevant experience



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Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
Job Summary:	To assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

POSITION PROFILE	
Position Title: Administrative Assistant II (Clerk IV)	Salary Grade: 8 Monthly Salary: : P21,448.00
Station of Deployment: Elementary School	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)*
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.

3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up and qualified applicants shall be notified through email, text or call on the scheduled Division Comparative Assessment.

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

4.1 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**

4.2 For Related-Teaching & Non-Teaching Positions: **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**

4.3 For Teaching Positions: **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions**



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5. All interested applicants may register through this link: <https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit, fastened in a **pink folder** and properly labelled or ear tagged. Deadline of submission is until **October 15, 2025**, not later than 5:00pm. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- a. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (downloadable at depedangelescity.com);
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of GWA, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;

(Note: The teacher applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)

- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C-1).
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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 (if applicable).
- Applicants for teaching positions, the submission schedule of the detailed lesson plan (DLP) and portfolio of MOVs for the assessment of identified PPST NCOIs is to be announced.**

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.



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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.
9. SDO Angeles City 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. Hence, all applicants will be considered provided that they meet the minimum requirements of position to be filled.
10. Moreover, this Office strictly observes the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).
11. Immediate dissemination of this Memorandum is desired.

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

Encls.: As stated

Reference: DO 7, s. 2023; DO 20 and 21 s. 2024; DO 24 s. 2025

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

APPOINTMENT
EMPLOYMENT
PROMOTIONS
RECRUITMENT
SELECTION

CLM/AOIV/October 9, 2025



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Annex C-1

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMS/JHR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record [i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available]			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment [for those applying for promotion]			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Transvers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSS for comparative assessment [e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOs]			

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 compliance 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 all parties to 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.