



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

18 Nov 2025

DIVISION MEMORANDUM
NO. 403, s. 2025

RECRUITMENT, SCREENING AND SELECTION FOR 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 teaching and non-teaching positions, this Division, to mention:

Position	Station/Vacancy
Master Teacher II (all learning areas/strands in SHS) Master Teacher II (TLE)	Senior High Schools Angeles City Nat'l Trade School
Master Teacher I (AP) Master Teacher I (TLE)	FG Nepomuceno Mem. HS Angeles City Nat'l Trade School
Administrative Officer II (HRMO 1)	Elementary School
Administrative Aide VI	SDO Angeles City

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

POSITION PROFILE	
Position Title: Master Teacher II (TLE)	Salary Grade: 19 Monthly Salary: P56,390.00
Station of Deployment: Angeles City National Trade School	
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 and 1 year relevant experience in instructional supervision and technical assistance to teachers
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and



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	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>	*At least 10 Highly Proficient COIs at Outstanding *At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding

POSITION PROFILE

Position Title: **Master Teacher I** (TLE & AP)

Salary Grade: 18
Monthly Salary: P51,304.00

Station of Deployment: Angeles City Nat'l Trade School & Francisco G. Nepomuceno Mem. HS

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



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POSITION PROFILE	
Position Title: Master Teacher II (open to all strands in SHS)	Salary Grade: 19 Monthly Salary: P56,390.00
Station of Deployment: Senior High Schools	
CSC QUALIFICATIONS:	
Education:	Senior High School Academic Track & Core Subjects: Master's degree in relevant strand/subject plus 18 professional units in education. Master's degree in relevant strand/subject Senior High School Technical Vocational Track: Master's degree in relevant filed(s) under the strand/area of specialization plus 18 professional units in Education. Master's degree in relevant filed(s) under the strand/area of specialization Senior High School Sports Track: Master's degree in relevant filed(s) under Sports Track plus 18 professional units in Education. Master's degree in relevant filed(s) under the Sports Track
Experience:	Senior High School Academic Track & Core Subjects: 5 years experience in teaching in the relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers. Senior High School Technical Vocational Track: 5 years experience in teaching or industry experience in relevant strand/area of specialization; and 1 year experience in instructional supervision and technical assistance to teachers. Senior High School Sports Track: 5 years experience in teaching in the relevant field(s) under Sports Track and 1 year experience in instructional supervision and technical assistance to teachers.
Training:	Senior High School Academic Track & Core Subjects: 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)



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	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; or Completion of NEAP-requisite professional development program for Career Stage III (highly Proficient Teacher) Senior High School Sports Track: 24 hours of training in Curriculum and Instruction of relevant filed(s) under Sports Track 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) For Provisional: None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring
Perf. Requirement <i>(1) year complete performance rating period in the current position</i>	*At least 10 Highly Proficient COIs at Outstanding *At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding

POSITION PROFILE

Position Title: Administrative Aide VI	Salary Grade: 6 Monthly Salary: P18,957.00
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Station of Deployment: SDO Angeles City

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: The position shall provide assistance to the AO IV in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.



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POSITION PROFILE	
Position Title: Administrative Officer II (HRMO I)	Salary Grade: 11 Monthly Salary: P30,024.00
Station of Deployment: AMSIC IS	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service (Professional) Second Level Eligibility
JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES: ➤Personnel Administration and Records ➤Compensation and Benefits Administration ➤Property Custodianship ➤General Administrative Support ➤Other Finance-Related Functions	

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. 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 Non-Teaching : **DepEd Order No. 07 s. 2024, 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**

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

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 **November 24, 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.



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- 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.

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.



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8. 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.

9. 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).

10. Immediate dissemination of this Memorandum is desired.

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

Incl.: As stated

Reference: DO 7, s. 2023 ; DO 20 s. 2024

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

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/November 18, 2025



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