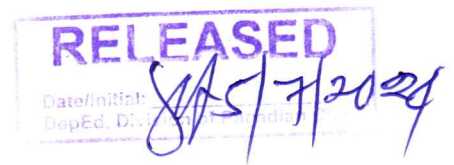




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 150, s. 2024

May 07, 2024

TO : Chiefs of Functional Divisions
Public Schools District Supervisors
Division Office Personnel
Other Personnel Concerned
This Division

**CALL FOR APPLICATIONS FOR MASTER TEACHER II, MASTER TEACHER I, HEAD TEACHER-III,
HEAD TEACHER-I AND ADMINISTRATIVE AIDE-IV POSITIONS**

1. DepEd, Pagadian City Division, San Jose District, Pagadian City invites qualified applicants for vacant positions stipulated below, to wit:

Master Teacher II (SG-19 – Basic Salary Php 51,357.00) with item number OSEC-DECSB-MTCHR2-570050-2021 for Elementary.

CSC Prescribed Qualifications:

Education : BEED with 24 M.A. units
Experience : 1 year as MT-1 or 4 years as T-III
Training : 4 hours of relevant training
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher and provide technical assistance to co-teachers to improve their competencies, etc...

Master Teacher I (SG-18 – Basic Salary Php 46,725.00) with item number OSEC-DECSB-MTCHR1-571075-1998 for Elementary.

CSC Prescribed Qualifications:

Education : BEED with 18 M.A. units
Experience : 3 years relevant experience
Training : none required
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher and provide technical assistance to co-teachers to improve their competencies, etc...

Master Teacher I (SG-18 – Basic Salary Php 46,725.00) with item number OSEC-DECSB-MTCHR1-570031-2017 for Pag. City Nat'l. Compre. HS and OSEC-DECSB-MTCHR1-570013-2002 for Pagadian City National High School.

CSC Prescribed Qualifications:

Education : BSED with 18 M.A. units
Experience : 3 years relevant experience
Training : none required
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher and provide technical assistance to co-teachers to improve their competencies, etc...

Solrac/Vacant Positions
HRMO-____/May 07, 2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Head Teacher III (SG-16 – Basic Salary Php 39,672.00) with item number OSEC-DECSB-HTEACH3-570007-2010 for Pagadian City National High School.

CSC Prescribed Qualifications:

Education : BSED with 18 M.A. units
Experience : HT-II for 2 years or Teacher for 5 years
Training : 24 hours of relevant training
Eligibility : R.A. 1080(Teacher)

Job Description : Subject area Head Teacher...

Head Teacher I (SG-14 – Basic Salary Php 33,843.00) with item number OSEC-DECSB-HTEACH1-570096-2016 for Elementary.

CSC Prescribed Qualifications:

Education : BEED
Experience : TIC for 1 year or Teacher for 3 years
Training : 24 hours of relevant training
Eligibility : R.A. 1080(Teacher)

Job Description : School Head...

Administrative Aide-IV (SG-04 – Basic Salary Php 15,586.00) with item number OSEC-DECSB-ADA4-570090-2004 and OSEC-DECSB-ADA4-570091-2004 for ZSNHS..

CSC Prescribed Qualifications:

Education : 2 years completion in college
Experience : none required
Training : none required
Eligibility : CS-Subprofessional/First Level Eligibility

Job Description : Clerical works in the school....

2. The ranking criterion for this positions will be pursuant to *MEC, Order 10, s. 1979* "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" and DepEd, Order 7, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education";

3. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position are requested to submit personally the following requirements in 1 folder 1 copy per requirements at the Personnel Section or scanned copy through the official email hrm.pagadian@deped.gov.ph on or before **May 17, 2024**;

Solrac/Vacant Positions
HRMO-_____/May 07, 2024



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- a. Letter of intent (addressed to the Head of Office), please include the position and its item number with the corresponding station you are applying for;
 - b. Fully accomplished Personal Data Sheet duly signed by the person administering oath with recent passport-sized picture (CS Form No. 212, revised 2017) and work experience which can be downloaded at www.csc.gov.ph
 - c. Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
 - d. School authenticated copy of Transcript of Records;
 - e. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
 - f. Photocopy of the Performance Ratings from previous or present employment for the last 3 years;
 - g. Photocopy of latest appointment (if applicable)
 - h. Authenticated copy of trainings, recognition and other outstanding accomplishments
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of latest issuance of appointment.
 - j. Application documents should be tab accordingly
 - k. Applicants are expected to:
 - Bring all original documents for verification purposes
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements on or before the deadline of applications.
4. Please be informed that late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.

For information and wide dissemination.

LOURMA I. POCULAN, CESO VI
OIC-Schools Division Superintendent

Solrac/Vacant Positions
HRMO-____/May 07, 2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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