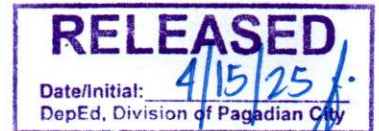




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 101, s. 2025

April 14, 2025

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

**CALL FOR APPLICATIONS FOR TEACHER-III, TEACHER-II and Head Teacher-II
POSITIONS**

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

Teacher III (SG-13 – Basic Salary Php 34,421.00) with item number OSEC-DECSB-TCH3-573260-1998, OSEC-DECSB-TCH3-573348-1998 and OSEC-DECSB-TCH3-570296-2014 for Elementary.

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Elementary Education
Experience : 2 years relevant experience
Training : none required
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Teacher III (SG-13 – Basic Salary Php 34,421.00) with item number OSEC-DECSB-TCH3-570659-2022 for Senior High School.

CSC Prescribed Qualifications:

Education : Bachelor's Degree with a major in the relevant/subject or any
Bachelor's degree plus at least 12 units towards a Master's
Degree in relevant strand/subject
Experience : 1 year of relevant teaching/industry work experience
Training : 4 hours of training relevant to the subject area of specialization
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Teacher II (SG-12 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH2-570815-2016 for Elementary.

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Elementary Education
Experience : 1 year relevant experience
Training : none required
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Solrac/Vacant Positions
HRMO-_____/April 14, 2025



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

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DIVISION OF PAGADIAN CITY

Head Teacher II (SG-15 – Basic Salary Php 40,208.00) with item number OSEC-DECSB-HTEACH2-570026-2022 for Tawagan Sur NHS.

CSC Prescribed 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 1 year; or Teacher for 4 years
Training : 24 hours of relevant training
Eligibility : R.A. 1080(Teacher)

Job Description : Academic Head, etc...

2. The ranking criterion for these positions will be pursuant to DepEd, Order 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education" and DepEd, Order 20, 2024 "Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions;

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 **April 24, 2025**. Online submission of electronic copies of the mandatory application documents enumerated below may be allowed provided that the requisites of Section 7(a) No. 8792 or the "Electronic Commerce Act of 2000, " whenever applicable, are complied with. Online submission is subject to submission of hard copies upon request for purpose of verification.

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- 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 applicable;
- 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, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II. Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 of DO 20, 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position;
- l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the

Solrac/Vacant Positions
HRMO-_____/April 14, 2025



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Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C). sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and

m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

4. Individuals who failed to submit complete mandatory documents (items A to L) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants.

5. Late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.

6. Please refer to Annex A for the timeline of activities and Annex B published vacant items.

For information and wide dissemination.


DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

Solrac/Vacant Positions
HRMO-_____/April 14, 2025



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

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Annex A

SCHEDULE OF ACTIVITIES FOR THE COMPARATIVE ASSESSMENT AS PER DM NO. 101, SERIES 2025

ACTIVITY/TASK (Head Teacher-II)	DATE
Publication Period as per DM No. <u>101</u> , s. 2025	April 14, 2025 – April 24, 2025
Last Day of Acceptance of Application	April 24, 2025
Submission of Pertinent Papers from HRMO to HRMPSB/PSDS In-Charge	April 28, 2025
Online Orientation (Head Teacher-II)	May 02, 2025
Return of Applications with IEF to the Secretariat	May 01, 2025
Online Written Exam	May 06, 2025
Final Deliberation	May 09, 2025

ACTIVITY/TASK (Teacher-II & Teacher-III)	DATE
Publication Period as per DM No. <u>101</u> , s. 2025	April 14, 2025 – April 24, 2025
Last Day of Acceptance of Application	April 24, 2025
Initial Evaluation Result of the Qualified Applicants	TBA
Conduct Assessment of COIs, Assessment of NCOIs, Interview and Demonstration of Skills	TBA
Final Deliberation	TBA

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HRMPSB/Annex A & B as per DM No. 101 s. 2025
April 14, 2025



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DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Annex B

VACANT ITEMS PUBLISHED UNDER DIVISION MEMORANDUM NO. 101, SERIES 2025

DIVISION MEMORANDUM NO.	ITEM NUMBER	STATION
Division Memorandum No. <u>101</u> , s. 2025 dated April 14, 2025	TEACHER-III 1. OSEC-DECSB-TCH3-573260-1998 VICE BABATUAN, SARANI GERARDO ERRO 2. OSEC-DECSB-TCH3-573348-1998 VICE BANDICO, ELVIRA QUIRANTE 3. OSEC-DECSB-TCH3-570296-2014 VICE CRUZ, MAYETTE LORA RIGOR	ELEMENTARY
	TEACHER-III 1. OSEC-DECSB-TCH3-570659-2022 VICE PADAYAO, ARTHUR JEFFEE ATOC	SENIOR HIGH SCHOOL
	TEACHER-II 1. OSEC-DECSB-TCH2-570815-2016 VICE ANTALAS, ANALYN CALGAS	ELEMENTARY
	HEAD TEACHER-II 1. OSEC-DECSB-HTEACH2-570026-2022 VICE BONIAO, CHONA PASCO	TAWAGAN SUR NHS

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HRMPSB/Annex A & B as per DM No. 101 s. 2025
April 14, 2025

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