



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



Division Memorandum
 No. 372, s. 2024

December 04, 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, TEACHER-II & III, 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:

Master Teacher II (SG-19 – Basic Salary Php 53,873.00) with item number OSEC-DECSB-MTCHR2-570046-2022 for Elementary.

CSC Prescribed Qualifications:

- Education : BEED with 24 M.A. units
- Experience : 1 year as MT-1 or 4 years as T-3
- 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...

Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-573368-1998 for Elementary.

CSC Prescribed Qualifications:

- Education : BEED
- Experience : 2 years relevant experience
- Training : none required
- Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Teacher II (SG-12 – Basic Salary Php 30,705.00) with item number OSEC-DECSB-TCH2-570091-2018, OSEC-DECSB-TCH2-573268-1998 for Elementary.

CSC Prescribed Qualifications:

- Education : BEED
- Experience : 1 year relevant experience
- Training : none required
- Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Solrac/Vacant Positions
 HRMO-____/December 04, 2024



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

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Teacher II (SG-12 – Basic Salary Php 30,705.00) with item number OSEC-DECSB-TCH2-570161-2018 for Pag. City Nat'l. Comprehensive High School.

CSC Prescribed Qualifications:

Education : BSED
Experience : 1 year relevant experience
Training : none required
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Head Teacher II (SG-15 – Basic Salary Php 38,413.00) with item number OSEC-DECSB-HTEACH2-570070-2020 for Lala National High School.

CSC Prescribed Qualifications:

Education : BSED
Experience : HT for 1 year; or Teacher for 4 years
Training : 24 hours of relevant training
Eligibility : RA 1080 (Teacher)

Job Description : Academic head, etc...

2. The ranking criterion for these 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 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching Related Teaching and Non-teaching positions", and DepEd, Order 07, 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 **December 14, 2024**;

- 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.

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- 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.
5. 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

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