



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

**RELEASED**  
 Date/Initial: 10/01/24  
 DepEd, Division of Pagadian City

Division Memorandum  
 No. 281, s. 2024

September 30, 2024

TO :

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

**CALL FOR APPLICATIONS FOR MASTER TEACHER I, HEAD TEACHER IV and HEAD TEACHER-III POSITIONS**

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

**Master Teacher I (SG-18 – Basic Salary Php 49,015.00) with item number OSEC-DECSB-MTCHR1-570022-2015 for Zamboanga del Sur NHS.**

CSC Prescribed Qualifications:

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

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

**Head Teacher III (SG-16 – Basic Salary Php 41,616.00) with item number OSEC-DECSB-HTEACH3-570629-1998 for Elementary.**

CSC Prescribed Qualifications:

- Education : Bachelor's Degree in Elem. Education; or Bachelor's Degree w/ 18 professional education units
- Experience : HT for 2 years; or TIC for 2 years; or Teacher for 5 years
- Training : 24 hours of relevant training
- Eligibility : RA 1080 (Teacher)

Job Description : School Head for elementary, etc...

**Head Teacher IV (SG-17 – Basic Salary Php 45,138.00) with item number OSEC-DECSB-HTEACH4-570004-2020 for ZSSAT.**

CSC Prescribed Qualifications:

- Education : Bachelor's Degree in Sec. Education; or Bachelor's Degree w/ 18 professional education units with appropriate education units
- Experience : HT for 3 years; or MT for 2 years
- Training : 24 hours of relevant training
- Eligibility : RA 1080 (Teacher)

Job Description : Academic Head, etc...

Solrac/Vacant Positions  
 HRMO-\_\_\_\_/September 30, 2024



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

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2. The ranking criterion for this positions will be pursuant to DepEd, Order 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education" and MEC, Order 10, s. 1979 "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers

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](mailto:hrm.pagadian@deped.gov.ph) on or before **October 10, 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](http://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.

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

Solrac/Vacant Positions  
HRMO-\_\_\_\_/September 30, 2024

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



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