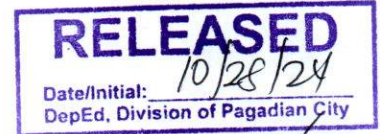




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 52, s. 2024

October 28, 2024

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

CALL FOR APPLICATIONS FOR MASTER TEACHER-1 & II, HEAD TEACHER-II & III, TEACHER-II & III and GUIDANCE COUNSELOR-II 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 and provide technical assistance to co-teachers to improve their competencies, etc...

Master Teacher II (SG-19 – Basic Salary Php 53,873.00) with item number OSEC-DECSB-MTCHR2-570685-1998 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 II (SG-12 – Basic Salary Php 30,705.00) with item number OSEC-DECSB-TCH2-570387-2013 and TCH2-573212-1998 for Elementary.

CSC Prescribed Qualifications:

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

Job Description : Classroom teacher, etc...

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HRMO-_____/October 28, 2024



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Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
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Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-573360-1998 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 III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-570735-2020 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 specialization
Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Guidance Counselor II (SG-12 – Basic Salary Php 30,705.00) with item number OSEC-DECSB-GUIDC2-570413-2004 for ZSNHS and OSEC-DECSB-GUIDC2-570030-2016, OSEC-DECSB-GUIDC2-570031-2016, OSEC-DECSB-GUIDC2-570032-2016, OSEC-DECSB-GUIDC2-570033-2016 for Senior High School

CSC Prescribed Qualifications:

Education : Master's in Guidance Counselling
Experience : 1 year relevant experience
Training : 4 hours of relevant training
Eligibility : RA 1080 (Teacher)

Job Description : School Guidance Counselor, etc...

Head Teacher III (SG-16 – Basic Salary Php 41,616.00) with item number OSEC-DECSB-HTEACH3-570626-1998 for ZSSAT.

CSC Prescribed Qualifications:

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

Job Description : Academic head, etc...

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HRMO-_____/October 28, 2024



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Region IX, Zamboanga Peninsula
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Head Teacher II (SG-15 – Basic Salary Php 38,413.00) with item number OSEC-DECSB-HTEACH2-570066-2020 for Elementary.

CSC Prescribed Qualifications:

Education	: Bachelor's Degree in Elem. Education; or Bachelor's Degree w/ 18 professional education units
Experience	: HT for 1 year; or TIC for 1 year or Teacher for 4 years
Training	: 24 hours of relevant training
Eligibility	: RA 1080 (Teacher)
Job Description	: School 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", MEC, Order 10, s. 1979 "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers and

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 **November 07, 2024**;

- 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;
- 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
- Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
- School authenticated copy of Transcript of Records;
- Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
- Photocopy of the Performance Ratings from previous or present employment for the last 3 years;
- Photocopy of latest appointment (if applicable)
- Authenticated copy of trainings, recognition and other outstanding accomplishments
- 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.
- Application documents should be tab accordingly
- 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.

Solrac/Vacant Positions
HRMO-____/October 28, 2024



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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-_____/October 28, 2024



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