



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



Division Memorandum
No. 388, s. 2024

December 16, 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-III & V, TEACHER-III and
EDUCATION PROGRAM SPECIALIST-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-MTCHR1-570068-2021 for Elementary.

CSC Prescribed Qualifications:

Education : BEED 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-MTCHR2-570048-2022 for Tawagan NHS.

CSC Prescribed Qualifications:

Education : BSED 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...

Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-573614-1998 for ZSNHS.

CSC Prescribed Qualifications:

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

Job Description : Classroom teacher, etc...

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

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Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-570979-2017 for Elementary.

CSC Prescribed Qualifications:

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

Job Description : Classroom teacher, etc...

Head Teacher V (SG-18 – Basic Salary Php 49,015.00) with item number OSEC-DECSB-HTEACH5-570001-2023 for Tawagan Sur NHS.

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Sec. Education; or Bachelor's Degree w/ 18 professional education units with appropriate field specialization
Experience : HT for 4 years; or Master Teacher for 3 years
Training : 24 hours of relevant training
Eligibility : RA 1080 (Teacher)

Job Description : Academic head, etc...

Head Teacher III (SG-16 – Basic Salary Php 41,616.00) with item number OSEC-DECSB-HTEACH3-570002-2024 for Co Tek Chun Trade School.

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 Teacher for 6 years
Training : 24 hours of relevant training
Eligibility : RA 1080 (Teacher)

Job Description : School head, etc...

Education Program Specialist-II (SG-16 – Basic Salary Php 41,616.00) with item number OSEC-DECSB-EPS2-570049-2014 for SGOD in the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Education or its equivalent
Experience : 2 years of relevant experience
Training : 4 hours of relevant training
Eligibility : RA 1080

Job Description : EPS-2 for SMME in the SGOD Office, 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 DepEd, Order 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching Related Teaching and Non-teaching positions".

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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 26, 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.
- 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.

For the Schools Division Superintendent:


MA. DIOSA Z. PERALTA
Chief – Curriculum Implementation Division
In-Charge of Office

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