
	<p style="text-align: center;">Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City</p>		<p>Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018</p>
	<p style="text-align: center;">ANNOUNCEMENT OF VACANT POSITIONS</p>		<p>Name of Office: OSDS-PERSONNEL</p>

DEPARTMENT OF EDUCATION
SUPPLY DIVISION
RELEASED
MAR 09 2022
BY: _____

March 8, 2022

POSITION PROFILE

Position Title: Project Development Officer I (Youth Formation Coordinator)	Salary Grade: 11
Plantilla Item Number: OSEC-DECSB-PDO1-150029-2016	
Station of Deployment: School Governance and Operations Division	Monthly Salary: 25, 439.00

QUALIFICATIONS:

Education:	Bachelor's degree relevant to the job
Experience:	None Required.
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)

JOB SUMMARY: The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

GENERAL DUTIES AND RESPONSIBILITIES:

☞ **Program Management and Implementation for Youth Formation**

- Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program.
- Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.
- Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values
- Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities
- Oversees the activities of the schools on youth formation programs.
- Submits narrative report on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.
- Initiates other youth formation programs, projects, and activities applicable in the division.

☞ **Capacity Building**



- Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel.
- Facilitates the conduct of the training needs assessment in schools.
- Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in coordination with the Human Resource Personnel.
- Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.

☞ **Monitoring and Evaluation**

- Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
- Provides feedback on youth formation program implementation as reference for possible program intervention/modification.
- Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
- Provides technical assistance on the implementation of youth formation programs, projects and activities from national to school level.

☞ **Partnerships and Linkages**

- Prepares proposals to possible partners and advocates of youth formation programs.
- Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level

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POSITION PROFILE

Position Title: **Administrative Assistant III**
 Plantilla Item Number:
 OSEC-DECSB-ADAS3-150008-2018

Salary Grade: 9
 Monthly Salary: P20,402.00

Station of Deployment: **Northville I5 Integrated School**

QUALIFICATIONS:

Education:	Completion of two years studies in college
Experience:	1 year relevant experience (preferably in accounting and finance)
Training:	4 hours relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the School Principal.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide administrative and clerical support to his/her supervisor.
- May be designated to assist either the Principal/School Head or any of the Asst. Principals as deemed necessary.
- Assist the school head in the preparation of liquidation of cash advances.
- To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies

POSITION PROFILE

Position Title: **School Principal II (SHS)**
 Plantilla Item Number: SP2-150075-2016

Salary Grade: 20

Station of Deployment: Secondary/Integrated/Senior High Schools

Monthly Salary: P55,799.00


QUALIFICATIONS:

Education:	Bachelor's degree in Secondary Education; or bachelor's degree w/ 18 professional education units plus 6 units of Management
Experience:	1 year as Principal
Training:	40 hrs. relevant training
Eligibility:	RA 1080 (LET)/PBET (NQESH Passer)

JOB SUMMARY: The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally

GENERAL DUTIES AND RESPONSIBILITIES

- Supervises and directs all school teaching and non-teaching personnel.
- Manages instructional system and sets up goals and objectives.
- Promotes and coordinates services for the holistic development of school personnel and pupils.
- Requests and distributes instructional materials.
- Practices equitable distribution of teaching loads and observes teacher-learner ratio.
- Initiates and compiles teachers' professional documents in portfolios.
- Rates all school personnel performance and recommends promotion.
- Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.
- Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.

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POSITION PROFILE

Position Title: MASTER TEACHER I (ELEMENTARY) Plantilla Item Number: OSEC-DECSB-MTCHR1-151221-1998 OSEC-DECSB-MTCHR1-151216-1998	Salary Grade: 18
Station of Deployment: ELEMENTARY SCHOOLS	Monthly Salary: P 45,203.00

QUALIFICATIONS:

Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent
Experience:	3 years relevant experience
Training:	None Required
Eligibility:	RA 1080 (LET)/PBET

JOB SUMMARY:

Performs full teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation

GENERAL DUTIES AND RESPONSIBILITIES:

*****PLS. SEE ATTACHED**

POSITION PROFILE	
Position Title: MASTER TEACHER II (HUMSS I-A) Plantilla Item Number: OSEC-DECSB-MTCHR2-150086-2016	Salary Grade: 19 Monthly Salary: P49,835.00

QUALIFICATION STANDARDS FOR MASTER TEACHER II SENIOR HIGH SCHOOL:

Education:	Academic Track: Master's degree in relevant strand/subject
Experience:	5 years of relevant teaching/industry work experience
Training:	12 hours of training relevant to the subject area of specialization
Eligibility:	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring; Applicants for contractual position: None required; Practitioners (part-time only): None required.

APPLICATION PROCEDURE:

- Register your application through this link:
For Master Teacher I and Master Teacher II Applicants <https://tinyurl.com/depedacvacantpositions1>
For PDO1, Admin. Asst. III, & School Principal II Applicants: <https://tinyurl.com/depedacvacantpositions>
- Submit the following documents arranged in **folder with proper tabs/labels and enclosed in separate sealed envelopes (1 copy for each folder):**

Envelope 1 (For Pre-evaluation of documents):

- Letter of intent addressed to: MA. IRELYN P. TAMAYO, PhD, CESO VI
 Schools Division Superintendent
- CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet)
 download from <https://www.depedangelescity.com/resources/downloadable/forms>
- Transcript of Records (photocopy)
- Performance Rating for three rating periods (photocopy)
- Service Record/Certificate of Employment (photocopy)

Envelope 2: (For Division Open Ranking)

- CSC Form 212 (Revised Personal Data Sheet with Work Experience Sheet),
- Transcript of Records (photocopy)
- Service Record/ Certificate of Employment (photocopy)
- Other pertinent documents, such as Certificate of Training/Seminars, Innovations, Articles/Publications, Resource Speakership and Outstanding accomplishments. (photocopies)

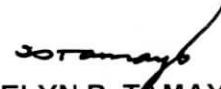
"SMILES BRIGHT, SERVES RIGHT"

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Application documents must be submitted to the Records Unit, DepEd Division of Angeles City, Jesus St. Pulungbulu Angeles City. Last date of submission will be on **March 15, 2022** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

Reference: Reference: **(DepEd Order 66, s. 2007)** Selection, Promotion and Designation of other Teaching and Related Teaching and Non-Teaching Position
(DepEd Order No. 42, s. 2007) Revised Guidelines on Selection, Promotion and Designation of School Heads
(MEC Order No. 10 s.1979) for Master Teacher

Note: Please ensure that the photocopied documents submitted are certified by authorities concerned **(Omnibus Certificate)** otherwise said documents will not be honored.
All submitted documents will no longer be returned to the applicant.


MA. IRELYN P. TAMAYO, PhD, CESO VI
 Schools Division Superintendent nb
 Office of the Schools Division Superintendent

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

DUTIES AND RESPONSIBILITIES

Master Teacher I

1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2. Prepares daily logs and visual aids related to the lesson.
3. Conducts remedial episodes classes for slow learners
4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties
11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities
14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15. Initiates projects and programs that will enhance the curriculum and its delivery
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action researches on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher