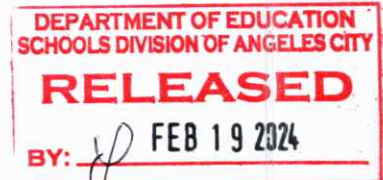




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



February 19, 2024

DIVISION MEMORANDUM
NO. 078, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR
MASTER TEACHER II, SPECIAL EDUCATION TEACHER III, SPECIAL EDUCATION
TEACHER I, ADMINISTRATIVE OFFICER II AND DENTIST II POSITIONS**

TO : Assistant Schools Division Superintendent
Chief SGOD and Chief CID
Officials OSDS, CID and SGOD
School Heads, Public Elementary, Secondary and Senior High School
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Master Teacher II, Special Education Teacher I and III, Administrative Officer II, and Dentist II positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Feb. 26, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Feb. 27-29, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Master Teacher II (ELEM) OSEC-DECSB-MTCHR2-150871-1998	Salary Grade: 19 Monthly Salary: P49,835.00
Station of Deployment: M. Nepomuceno Elem. School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent
Experience:	1 year as Master Teacher 1 or 4 years as Teacher III
Training:	4 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
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.	



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POSITION PROFILE	
Position Title: SPED Teacher III (ELEM) OSEC-DECSB-SPET3-150018-2018	Salary Grade: 16 Monthly Salary: P39,672.00
Station of Deployment: Angeles Elementary School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education with specialization in Special Education
Experience:	2 years experience as Special Education Teacher
Training:	4 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
POSITION PROFILE	
Position Title: SPED Teacher I (ELEM) OSEC-DECSB-SPET1-150012-2023	Salary Grade: 14 Monthly Salary: P33,843.00
Station of Deployment: Elementary Schools with SPED classes	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education with specialization in Special Education
Experience:	None Required
Training:	None Required
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.	

POSITION PROFILE	
Position Title: Administrative Officer II (Human Resource Management Officer I)	Salary Grade: 11 Monthly Salary: P27,000.00
Station of Deployment: Tacondo Elem. School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">➤Personnel Administration and Records➤Compensation and Benefits Administration➤Property Custodianship➤General Administrative Support➤Other HR-Related Functions	



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POSITION PROFILE	
Position Title: Dentist II	Salary Grade: 17 Monthly Salary: P43,030.00
Station of Deployment: Elementary/Secondary Schools	
CSC QUALIFICATIONS:	
Education:	Doctor of Dental Medicine or Dental Surgery
Experience:	1 year relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080
JOB SUMMARY: To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs	
GENERAL DUTIES AND RESPONSIBILITIES:	
Dental Health Program and Services	
<ul style="list-style-type: none">Plans and formulates policies and guidelines limited only to Dental Health Programs of the SchoolsDivision Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division OfficeDevelop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division OfficePrepares and submits periodic reports of accomplishments in Dental Health Care Programs	
Nutrition Program Service (with emphasis on Dental Health Care)	
<ul style="list-style-type: none">Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDOMonitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO	
Partnership	
<ul style="list-style-type: none">Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO	

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant resource officer designated by the Head of Office;



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- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c) Photocopy of valid and updated PRC License/ID, if applicable;
- d) Photocopy of Certificate of Eligibility/Rating, if applicable;
- e) Photocopy of scholastic/academic record such as but not limited to

Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;

- f) Photocopy of Certificate/s of Training, if applicable;
 - g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h) Photocopy of latest appointment, if applicable;
 - i) Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
 - k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with RA No. 10173, otherwise known as the Data Privacy Act of 2012.
5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions, DepEd Order 66 s. 2007 and MEC Order No. 10 s.1979**
6. 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.



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7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
8. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/February 19, 2024