



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



24 Feb 2025

DIVISION MEMORANDUM  
NO. 073, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR SCHOOL  
ADMINISTRATION AND NON-TEACHING POSITIONS**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the recruitment, screening and selection for school administration and non-teaching positions, this Division, to mention:

Position	Vacancy	Deadline of Submission
Head Teacher I (MAPEH)	Angeles City Nat'l Trade School	Deadline: Mar. 5, 2025 at the Records Unit
Dentist II	SDO Angeles City	
Admin. Assistant II	Angeles City Science HS Angeles City Nat'l HS	

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

POSITION PROFILE	
Position Title: <b>Dentist II</b>	Salary Grade: 17 Monthly Salary: P47,247.00
Station of Deployment: SDO Angeles City	
<b>CSC QUALIFICATIONS:</b>	
Education:	Doctor of Dental Medicine or Dental Surgery
Experience:	1 year relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080
<b>JOB SUMMARY:</b> 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	



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**GENERAL DUTIES AND RESPONSIBILITIES:**

**Dental Health Program and Services**

- Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools
- Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office
- Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office
- Prepares and submits periodic reports of accomplishments in Dental Health Care Programs

**Nutrition Program Service (with emphasis on Dental Health Care)**

- 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 SDO
- Monitor, 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**

- 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

**POSITION PROFILE**

Position Title: **Administrative Assistant II**

Salary Grade: 8

Monthly Salary: P21,448.00

Station of Deployment: Angeles City Science HS

**CSC QUALIFICATIONS:**

Education: Completion of two years studies in college

Experience: 1 year relevant experience

Training: 4 hrs. of relevant training

Eligibility: Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:**

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

**GENERAL DUTIES AND RESPONSIBILITIES:**

**Accounting Services**

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances.



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- Pre-auditing of financial documents
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the Schools Division Accountant..

**POSITION PROFILE**

Position Title: <b>Administrative Assistant II</b>	Salary Grade: 8 Monthly Salary: P21,448.00
Station of Deployment: Angeles City Nat'l HS	

**CSC QUALIFICATIONS:**

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

**JOB SUMMARY:** To provide administrative assistance and finance-related functions to the School Head and coordinate with the HRMO in the provision of personnel administration/finance services to the management.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Provides human resources management support to the School Head and coordinate with the HRMO of the SDO.
- Compute and submit to SDO applicable personnel benefits for processing, funding and release.
- Update school personnel records and maintain database for personal information.
- Acts on application of leaves, monitor, record attendance/absence of school personnel and update vacation/leave credits of school personnel
- Perform other functions on property custodianship as may be assigned by the immediate supervisor

**POSITION PROFILE**

Position Title: <b>Head Teacher I (MAPEH)</b>	Salary Grade: 14 Monthly Salary: P37,024.00
Station of Deployment: Angeles City Nat' Trade School	

**QUALIFICATIONS:**

Education:	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
Experience:	TIC for 1 year; or Teacher for 3 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)



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**GENERAL DUTIES AND RESPONSIBILITIES:**

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

3. 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.
4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:

For School Administration Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions**

For Non-Teaching Positions: **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**

5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **white folder** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of 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.
6. 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.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. Qualified applicants shall be notified through email, text or call on the scheduled Division Open Ranking and interview.



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9. 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.
10. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated  
References: 1. DO 07 s. 2023

To be indicated in the Perpetual Index under the following subjects:  
EMPLOYMENT                      PROMOTIONS                      RECRUITMENT

CLM/AOIV/Feb. 24, 2024



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