



Republic of the Philippines
Department of Education
 REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



20 June 2025

DIVISION MEMORANDUM
 NO. 186, s. 2025

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

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

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

Teaching & School Administration Positions	Station/Vacancy	Deadline of Submission
Master Teacher I (MATH) Master Teacher I (Filipino) Master Teacher I (English)	Rafael L. Lazatin Mem. HS Bonifacio V. Romero HS Franciso G. Nepomuceno Mem. HS Jose P. Dizon ES Sto. Rosario Es Apung Guidang ES	June 27, 2025 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Master Teacher II (AP)	Franciso G. Nepomuceno Mem. HS Angeles ES	
Head Teacher I (Science)	Malabanias IS	
Teacher III (vacant and anticipated vacancies)	Elementary Schools Senior High Schools Sapangbato Nat'l HS Rafael L. Lazatin Mem. HS Gov. Rafael L. Lazatin IS Francisco G. Nepomuceno Mem. HS Angeles City Nat'l HS	
Teacher II (vacant and anticipated vacancies)	Elementary Schools Senior High Schools Francisco G. Nepomuceno Mem. HS Angeles City Nat'l HS Elementary Schools	
Special Education Teacher I & III (new items and anticipated vacancy)	Schools with SNED Class	



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Non-Teaching Positions	Station/Vacancy	Deadline of Submission
Administrative Assistant III	Accounting Unit Non-IUs: Claro M. Recto HS; Sto Domingo IS IUs: Francisco G. Nepomuceno HS; Rafael L. Lazatin Mem. HS,	June 27, 2025 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Administrative Assistant II	Non-IUs: Don Ambrocio Mem. IS; Claro M. Recto HS; Anunas ES; Sapang Bato Nat'l HS -SHS;	
Administrative Aide VI	Schools Division Office	

2. The CSC Qualification Standards of the said positions are stated below:
FOR TEACHING AND SCHOOL ADMINISTRATION POSITIONS

POSITION	SG	QUALIFICATION STANDARDS				PERFORMANCE REQUIREMENT (1) year complete performance rating period in the current position
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
MASTER TEACHER II	19	Elementary: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent Secondary: Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher 1 or 4 years as Teacher III	RA 1080 (LET)	*At least 10 Highly Proficient COIs at Outstanding *At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding



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MASTER TEACHER I	18	Elementary: Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent Secondary: Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years of relevant experience	RA 1080 (LET)	*21 Proficient COIs at Outstanding *At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding
HEAD TEACHER I	14	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (LET)	*21 Proficient COIs at Very Satisfactory *16 Proficient NCOIs at Very Satisfactory
TEACHER III	13	Elementary: Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education Secondary: Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (LET)	*At least 12 Proficient COIs at Very Satisfactory *At least 8 Proficient NCOIs at Very Satisfactory
TEACHER II	12	Elementary: Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education Secondary: Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (LET)	*At least 6 Proficient COIs at Very Satisfactory *At least 4 Proficient NCOIs at Very Satisfactory
SNED/SPED TEACHER I	14	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (LET)	*21 Proficient COIs at Very Satisfactory *16 Proficient NCOIs at Very Satisfactory



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SNED/SPED TEACHER III	16		4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (LET)	*At least 12 Proficient COIs at Outstanding *At least 4 Proficient NCOIs at Very Satisfactory; and 4 Proficient NCOIs at Outstanding
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FOR NON-TEACHING POSITIONS

POSITION	SG	QUALIFICATION STANDARDS				Job Summary
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
Administrative Assistant III	9	Completion of two years studies in college	4 hrs. of relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)	For School: Provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, liquidation and payroll services, to ensure efficient office operations. For Accounting Unit: To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.



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Administrative Assistant II	8	Completion of two years studies in college	4 hrs. of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	*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 , to ensure efficient office operations. *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.
Administrative Aide VI	6	Completion of 2 yrs studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	To provide prompt and quality support service to the ASDS by implementing administrative systems, procedures and monitoring administrative projects in order for the ASDS to perform his/her duties efficiently.

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:



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4.1 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**

4.2 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**

4.3 For Teaching Positions: **DepEd Order No. 20 s. 2024, "Guidelines to the Recruitment, Selection, and Appointment to Higher Teaching Positions**

5. All interested applicants may register through this link: <https://bit.ly/RegVacantPositions> and are advised to submit the photocopied documentary requirements at the Records Unit properly labelled. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

- a. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet (downloadable at depedangelescity.com);
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of CSC Certificate of Eligibility/Board of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Certificate of **GWA**, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of required Performance Ratings with **at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position);**
- 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) of DepEd Order No. 7 s. 2023, notarized by authorized official (downloadable at depedangelescity.com);
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:



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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 (if applicable); and portfolio of MOVs for the assessment of identified PPST NCOIs.

6. **Applicants for teaching positions shall submit a copy of their detailed lesson plan and MOVs from their RPMS portfolio for the assessment of NCOIs.**
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. 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.
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

Reference: DO 7, s. 2023
DO 20, s. 2024

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

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/June 20, 2025



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