



Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum  
 No. 74, s. 2024

February 1, 2024

**CALL FOR APPLICATIONS FOR VARIOUS TEACHING AND NON-TEACHING VACANT POSITIONS**

**TO: All School Division Office Personnel  
 All Concerned Personnel  
 This Division**

This office hereby announces the hereunder vacant job positions and is now accepting applications, namely:

Classification/ Level	Positions	Item Number/s
Teaching- Secondary	Master Teacher I (preferably <b>Filipino</b> )	OSEC-DECSB-MTCHR1-571400-1998
	SHS Teacher III	OSEC-DECSB-TCH3-570058-2023
	SHS Teacher II	OSEC-DECSB-TCH2-570372-2016; OSEC-DECSB-TCH2-570069-2017; OSEC-DECSB-TCH2-570071-2017; OSEC-DECSB-TCH2-570301-2019; OSEC-DECSB-TCH2-570160-2021
	Teacher III	OSEC-DECSB-TCH3-570034-2006; OSEC-DECSB-TCH3-570012-2011
Teaching- Elementary	Master Teacher I	OSEC-DECSB-MTCHR1-571048-1998; OSEC-DECSB-MTCHR1-571059-1998 OSEC-DECSB-MTCHR1-570040-2002;
	Teacher III	OSEC-DECSB-TCH3-573108-1998; OSEC-DECSB-TCH3-573118-1998; OSEC-DECSB-TCH3-573148-1998; OSEC-DECSB-TCH3-573211-1998; OSEC-DECSB-TCH3-570845-2020;
	Teacher II	OSEC-DECSB-TCH2-573158-1998; OSEC-DECSB-TCH2-573147-1998; OSEC-DECSB-TCH2-573127-1998
Non-Teaching	Education Program Supervisor (preferably <b>Edukasyon sa Pagpapakatao</b> )	OSEC-DECSB-EPSVR-570001-2010;
	Education Program Supervisor (preferably <b>TVL</b> )	OSEC-DECSB-EPSVR-570033-2010
	School Principal I	OSEC-DECSB-SP1-570234-2010; OSEC-DECSB-SP1-570238-2010; OSEC-DECSB-SP1-570246-2010 OSEC-DECSB-SP1-570428-2010; OSEC-DECSB-SP1-570945-2010; OSEC-DECSB-SP1-570960-2010;



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	School Principal II	OSEC-DECSB-SP2-570045-2012
	<b>Guidance Counselor III</b>	OSEC-DECSB-GUIDC3-570001-2011
	<b>Guidance Counselor II</b>	OSEC-DECSB-GUIDC2-570018-2016 OSEC-DECSB-GUIDC2-570019-2016 OSEC-DECSB-GUIDC2-570020-2016 OSEC-DECSB-GUIDC2-570021-2016 OSEC-DECSB-GUIDC2-570022-2016
	Guidance Counselor I	OSEC-DECSB-GUIDC1-570005-2008
	Administrative Assistant III	OSEC-DECSB-ADAS3-570012-2018

Furthermore, this ranking is open to all applicants regardless of gender, civil status, sexual orientation, disability, religion, ethnicity or political affiliation provided that they meet the minimum requirement.

Aspiring candidates must **Register Online** at this link: [bit.ly/48VxQgZ](https://bit.ly/48VxQgZ) before submitting the pertinent documents to Personnel Officer, Love L. Ricafort on or before **February 15, 2024**, until 5:00 in the afternoon. Download the **Checklist Requirements** and swear to the authenticity and veracity of all documents.

Please note that documents submitted which are **not** sequenced and tabbed will **not** be accepted. Additional documents submitted after the given deadline **will not** be considered or accepted.

For guidance as to the criterion and computation of points, all interested applicants are enjoined to peruse the following references:

Positions	References
<b>MASTER TEACHER position</b>	MECS Order No. 10, s. 1979, DECS Order No. 57, s. 1997 & Unnumbered Memorandum dated September 10, 2014 from Usec Rizalino D. Rivera
<b>SHS Teacher III &amp; Teacher II positions</b>	DepEd Order No. 003, s. 2016
<b>Teacher III and Teacher II positions</b>	DepEd Order No. 66, s. 2007, Teaching Related positions
<b>School Principal position</b>	DepEd Order No. 007, s. 2023, School Administration Positions
<b>Education Program Supervisor position</b> <b>Guidance Counselor position</b>	DepEd Order No. 007, s. 2023, Related Teaching Positions
<b>Administrative Assistant III position</b>	DepEd Order No. 007, s. 2023, Non-Teaching Positions

Below is the minimum qualification standard required for the said positions. Please be guided accordingly.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
Master Teacher I (pref. Filipino)	BSED plus 18 Professional units in Education and 18 units for a Master's Degree in Education or its equivalent	8 hours of relevant training	3 years of relevant experience	PBET/LET/Teacher/R. A.1080	TEACHING



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Master Teacher I	BEED/ BSED plus 18 Professional units in Education and 18 units for a Master's Degree in Education or its equivalent	8 hours of relevant training	3 years of relevant experience	PBET/LET/Teacher/R. A.1080	TEACHING
Teacher III (Secondary)	BSED OR 18 Prof Educ Units	None Required	3 years of relevant experience	PBET/LET	TEACHING
Teacher III (Elem)	BEED/ BSED OR 18 Prof Educ Units	None Required	2 years of relevant experience	PBET/LET	TEACHING
Teacher II (Elem)			1 year relevant experience		
SHS Teacher III	Bachelor's degree majoring in the relevant strand/ subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area specialization	Regular applicants for permanent position: RA 1080 (Teacher); if not, they must pass the LET within 5 years of hiring. Regular applicants for a contractual position: None required; Practitioners (part-time only); None required	TEACHING
SHS Teacher II	<b>Academic Track and Core Subjects:</b> Bachelor's degree majoring in the relevant strand/subject or any bachelor's degree plus at least 6 units towards master's degree in relevant strand <b>Arts &amp; Design:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization; <b>Sports Track:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization; <b>TVL:</b> Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	<b>TVL Track:</b> At least NC II + TMC I *Appropriate to the specialization  <b>ACADEMIC TRACK &amp; CORE SUBJECT:</b> None required  <b>ARTS &amp; DESIGN/SPORTS:</b> 4 hrs of training relevant to the courses in the Track	<b>TVL:</b> None required  <b>ARTS + DESIGN/SPORTS:</b> 1 year of relevant teaching/industry work experience  <b>ACADEMIC TRACK &amp; CORE SUBJECTS:</b> None required	Regular applicants for permanent position: RA 1080 (Teacher); if not, they must pass the LET within 5 years of hiring. Regular applicants for a contractual position: None required; Practitioners (part-time only); None required	TEACHING
Education Program Supervisor (EsP & TVL)	Master's degree in education or other relevant degree Master's degree with specific area of specialization	8 hours training in management and supervision	At least 2 years of experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)	with interpersonal, managerial, functional and technical skills
School Principal II	BSED/BEED-Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	PBET/LET/Teacher/R. A. 1080	with interpersonal, managerial, functional and technical skills
School Principal I	BSED/BEED-Bachelor's degree w/ 18 professional education units	40 hours of relevant training	HT for 1 yr; or TIC for 2 years; or MT for 2 years; or T for 5 years	PBET/LET/Teacher/R. A. 1080	with interpersonal, managerial, functional and technical skills



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Guidance Counselor III, Guidance Counselor II, & Guidance Counselor I,	Master's Degree In Guidance Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	with physical, intellectual, emotional, social and moral aspects
Administrative Assistant III	Completion of 2 years of studies in college	4 hours of relevant training (finance-related)	1 year relevant experience (finance-related)	Career Service (Sub-professional) First Level Eligibility	Computer Literate

The schedule of the ranking and interview will be announced in a separate memorandum. For information and widest dissemination.

  
**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent