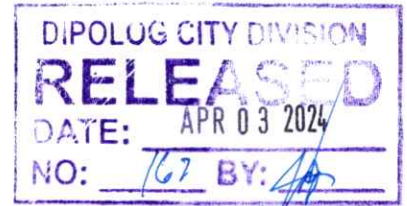




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
 No. 162, s. 2024

April 2, 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	SHS Teacher III	OSEC-DECSB-TCH3-570056-2023
	JHS Teacher II	OSEC-DECSB-TCH3-570012-2011
Teaching- Elementary	Master Teacher II (Elementary)	OSEC-DECSB-MTCHR2-570661-1998; OSEC-DECSB-MTCHR2-570002-2011
	Teacher III	OSEC-DECSB-TCH3-573204-1998 OSEC-DECSB-TCH3-570994-2018
	Teacher II	OSEC-DECSB-TCH2-570015-2022
Non-Teaching	Administrative Officer IV (Records Officer)	OSEC-DECSB-ADOF4-570029-2014
	Administrative Assistant III (finance-related)	OSEC-DECSB-ADAS3-570016-2018 OSEC-DECSB-ADAS3-570017-2018 OSEC-DECSB-ADAS3-570015-2018
	Administrative Aide VI	OSEC-DECSB-ADA6-570072-2014
	Guidance Counselor III	OSEC-DECSB-GUIDC3-570001-2011
	Guidance Counselor II	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

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/TeachNonTeachApr24 before submitting the pertinent documents to Personnel Officer, Love L. Ricafort on or before **April 11, 2024**, until 5:00 in the afternoon. Download the **Checklist Requirements** and swear to the authenticity and veracity of all documents.



Address: Purok Farmers, Olingan, Dipolog City
 Email: dipolog.city@deped.gov.ph
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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
Master Teacher position	MECS Order No. 10, s. 1979, DECS Order No. 57, s. 1997 & Unnumbered Memorandum dated September 10, 2014 from Usec Rizalino D. Rivera
SHS Teacher III positions	DepEd Order No. 003, s. 2016
Teacher III and Teacher II positions	DepEd Order No. 66, s. 2007, Teaching Related positions
Guidance Counselor position	DepEd Order No. 007, s. 2023, Related Teaching Positions
Administrative Officer IV (Records Officer), Administrative Assistant III, and Administrative Aide VI position	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 II	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.	4 hours relevant training	Master Teacher I for at least one (1) year or Teacher III for four (4) years.	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



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QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
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 Officer IV (Records Officer)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Computer Literate
Administrative Assistant III (finance-related)	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
Administrative Aide VI	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required		

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



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