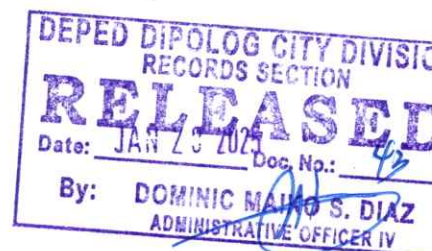




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
No. 43, s. 2025

January 17, 2025

**CALL FOR APPLICATIONS FOR TEACHING-RELATED, NON-TEACHING, AND SCHOOL
ADMINISTRATION 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
Related-Teaching	Education Program Specialist II	OSEC-DECSB-EPS2-570079-2014
	Guidance Counselor I	OSEC-DECSB-GUIDC1-570005-2008
	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
School Administration	Guidance Counselor III	OSEC-DECSB-GUIDC3-570001-2011
	Head Teacher II (Secondary)	OSEC-DECSB-HTEACH2-570016-2023
	Head Teacher III (Secondary)	OSEC-DECSB-HTEACH3-570003-2011
	Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-570015-2022
Non-Teaching	School Principal II	OSEC-DECSB-SP2-570026-2023
	Administrative Aide VI	OSEC-DECSB-ADA6-570077-2014
		OSEC-DECSB-ADA6-570076-2014
	Medical Officer III	OSEC-DECSB-MDOF3-570003-2017
	Project Development Officer II	OSEC-DECSB-PDO2-570061-2014

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

Aspiring applicants must first Register Online using their Google Mail (GMAIL) at this link: <https://bit.ly/3Cavla2>

Submit the pertinent documents to Personnel Officer, Love L. Ricafort thru the Records Section not later than **January 28, 2025**, until 5:00 in the afternoon. Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents to be submitted.



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To facilitate efficient processing, please ensure that all documents are sequenced and tabbed. Additional documents are welcome **only within the deadline** to be included in the review.

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

Positions	References
School Administration, Non-Teaching, and Related-Teaching	DepEd Order No. 007, s. 2023

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)
Education Program Specialist / SG 16	Bachelor's Degree in Education or its equivalent	4 Hours Relevant Training	2 Years' Experience in Education Research, Development, Implementation or other Relevant Experience	RA 1080; CAREER SERVICE (PROFESSIONAL) APPROPRIATE ELIGIBILITY FOR SECOND LEVEL POSITION	Teaching-Related
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
Head Teacher II (Secondary) / SG 15	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 Units Professional Education with Appropriate Field of Specialization	24 Hours Relevant Training	HT for 1 Year or Teacher for 4 Years	PBET/LET/RA 1080	Teaching-Related
Head Teacher III (Secondary) / SG 16	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 Units Professional Education with Appropriate Field of Specialization	24 Hours Relevant Training	HT for 2 Years; or Teacher for 5 Years	PBET/LET/RA 1080	Teaching-Related
Head Teacher III (Elementary) / SG 16	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 Units Professional Education with Appropriate Field of Specialization	24 Hours Relevant Training	HT for 2 Years; or TCI for 2 Years; or Teacher for 5 Years	PBET/LET/RA 1080	Teaching-Related
School Principal II / SG 20	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 units plus 6 units of Management	40 Hours of Relevant Training	1 Year as Principal	RA 1080	Teaching-Related



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QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
Administrative Aide VI / SG 6	Completion of 2 Years Studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service Professional (First Level Eligibility)	Non-Teaching
Medical Officer III / SG 21	Doctor of Medicine	4 Hours of Relevant Training	At least 1 Year of Relevant Experience in the Practice of Medicine	RA 1080	Medical Knowledge
Project Development Officer II / SG 15	Bachelor's Degree Relevant to the job	4 Hours of Relevant Training	1 Year Relevant Experience	Career Service Professional (Second Level Eligibility)	Non-Teaching

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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