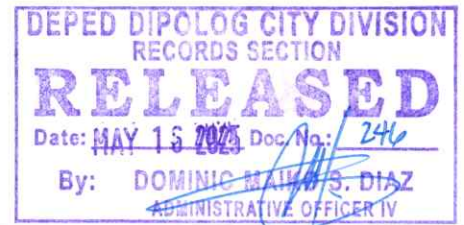




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



May 16, 2025

Division Memorandum
 No. 246, s. 2025

CALL FOR APPLICATIONS FOR RELATED-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 |
|-----------------------|-------------------------------|--|
| Related-teaching | Head Teacher I | HTEACH1-570021-2012 |
| Related-teaching | Guidance Counselor I | GUIDC1-570005-2008 |
| Related-teaching | Guidance Counselor II | GUIDC2-570100-2007 |
| | | GUIDC2-570018-2016 |
| | | GUIDC2-570019-2016 |
| | | GUIDC2-570020-2016 |
| | | GUIDC2-570021-2016 |
| | | GUIDC2-570022-2016 |
| Non-Teaching | Project Development Officer I | PDO1-570011-2016 |
| Non-Teaching | Medical Officer III | MDOF3-570003-2017 |
| Non-Teaching | Administrative Officer II | ADOF2-570030-2025, ADOF2-570031-2025 ADOF2-570032-2025, ADOF2-570033-2025 ADOF2-570034-2025, ADOF2-570035-2025 ADOF2-570036-2025, ADOF2-570037-2025 ADOF2-570038-2025, ADOF2-570039-2025 ADOF2-570040-2025, ADOF2-570041-2025 ADOF2-570042-2025, ADOF2-570043-2025 ADOF2-570044-2025, ADOF2-570045-2025 |

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/3F6ldWK>

Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents.



Address: Purok Farmers, Olingan, Dipolog City
 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.net
 Facebook: DepEd Tayo – Division of Dipolog City



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Submit the pertinent documents to Personnel Officer, Love L. Ricafort thru the Records Section not later than **May 30, 2025**, until **5:00** in the afternoon.

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 reference:

| Positions | References |
|-----------------------------------|------------------------------|
| Related-teaching and Non-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) |
| Head Teacher I (Elementary)/SG14 | Bachelor's Degree in Elementary Education or Bachelor's Degree plus 18 Professional Units in Education | 24 Hours Relevant Training | TIC for 1 Year; or Teacher for 3 Years | PBET/LET/TEACHE R/R.A. 1080 | Teaching-related, interpersonal and moral aspects |
| Guidance Counselor I (SG11), Guidance Counselor II (SG12) | Master's Degree in Guidance Counseling | None Required | 3 Years Relevant Experience | RA 1080 (Guidance Counselor) | With physical, intellectual, emotional, social and moral aspects |
| Project Development Officer I (SG11) | Bachelor's degree relevant to the job | None Required | None Required | Career Service Professional (Second Level Eligibility) | Computer literate, communication skills |
| Medical Officer III (SG21) | Doctor of Medicine | 4 hours relevant training | At least 1 year of relevant experience in the practice of medicine | RA 1080 | Medical knowledge |
| Administrative Officer II (SGII) | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional (Second Level Eligibility) | Computer literate, communication skills |

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


ROSALIO B. CONTURNO JR.
OIC-Schools Division Superintendent

For:

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



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