



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

January 24, 2023

DIVISION MEMORANDUM  
 NO. **032**, s. 2023

**VACANCY ANNOUNCEMENT: HEAD TEACHER POSITIONS  
 (SECONDARY)**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of Head Teacher positions to be stationed in this Division, to mention:

POSITION	STATION	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
Head Teacher VI (Mathematics)	San Vicente Pilot School for Philippine Craftsmen	OSEC-DECSB-HTEACH6-150007-2009	January 31, 2023	February 01, 2023 (HRMPSB ONLY)	TBA
Head Teacher III (Filipino Major)	Porac National High School, Porac	OSEC-DECSB-HTEACH3-150649-1998			
Head Teacher III (English Major)	Ayala High School, Magalang	OSEC-DECSB-HTEACH3-150056-2021			
Head Teacher I (Mathematics)	Sta Maria High School, Minalin	OSEC-DECSB-HTEACH1-150059-2016			

2. The Qualification Standards of the said position are indicated in the table below.

<b>QUALIFICATION STANDARDS</b>	
<b>A. HEAD TEACHER III / SG 16</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Head Teacher for 2 years or Teacher-In-Charge for 2 years or Teacher for 5 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training
<b>A. HEAD TEACHER VI / SG-19</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Head Teacher for 5 years or Master Teacher for 4 years
Eligibility	RA 1080



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 Telephone No.: (045) 435-2728  
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Trainings	24 hours of relevant training
<b>A. HEAD TEACHER I / SG 14</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
Experience	Teacher-In-Charge for 1 year; or Teacher for 3 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training

- All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.
- Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.
- Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.
- The assessment of the documents of the aspirants will be based from DepEd Order No. 42, s. 2007.
- Submit the following documents in a plain white folder for assessment with proper tabs/labels and enclosed in a sealed brown envelope (1 copy each folder):

**Envelope 1: Documents for Qualification Standards**

- Application letter stating the position applied for
- Omnibus certification of authenticity and veracity of documents duly notarized
- Copy of latest approved Appointment/Copy of transmittal to CSC
- CSC Form 212-Revised 2017 (with active contact number and email address)
- Transcript of Records (authenticated by the issuing school)
- Service Record
- Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)

**Envelope 2: Documents for Computation of Points**

- CSC Form 212-Revised 2017 (with active contact number and email address)
- Copy of latest approved Appointment/Copy of transmittal to CSC
- Transcript of Records (authenticated by the issuing school)
- Service Record
- Documents for claims on leadership, potentials and accomplishments
- Other documents relevant to the position applied for.

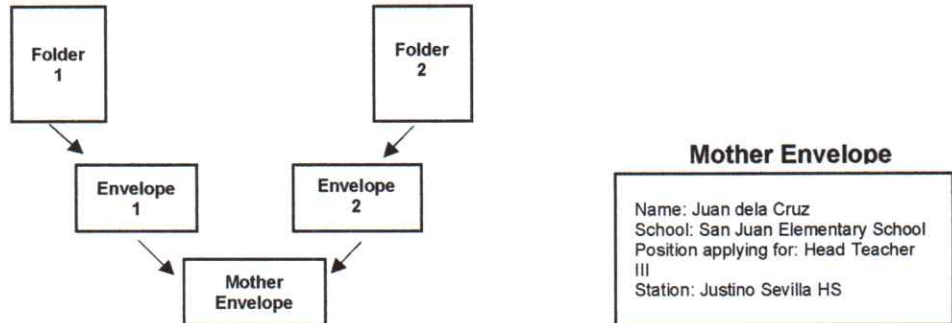


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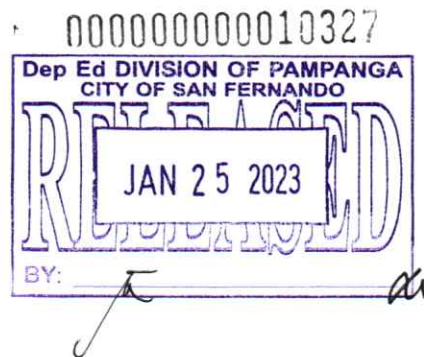
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8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

9. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent



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