



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

July 06, 2023

DIVISION MEMORANDUM  
NO. **316** \_\_, 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 III (APan Major)	San Isidro High School, San Luis	OSEC-DECSB-HTEACH3-150060-1999	July 17, 2023	July 18, 2023 (HRMPSB ONLY)	TBA
Head Teacher III (MAPEH)	Diosdado Macapagal Memorial High School, Floridablanca	OSEC-DECSB-HTEACH3-150039-2020			
Head Teacher III (Science Major)	Andres M. Luciano High School, Magalang	OSEC-DECSB-HTEACH3-1500322-2009			
Head Teacher III (English)	Ayala High School, Magalang	OSEC-DECSB-HTEACH3-150056-2021			
Head Teacher III (MAPEH)	Sta Tomas High School, Sasmuan	OSEC-DECSB-HTEACH3-150594-1998			
Head Teacher III (Mathematics)	Camba National High School, Arayat	OSEC-DECSB-HTEACH3-150028-2010			
Head Teacher I (Filipino Major)	San Carlos San Luis National High School	OSEC-DECSB-HTEACH1-150005-2014			
Head Teacher III (Mathematics)	To be deployed in San Vicente Pilot School	OSEC-DECSB-HTEACH3-150013-2013			



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga  
Telephone No.: (045) 435-2728  
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	for Philippine Craftsmen		
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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 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

3. 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.

4. 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.

5. 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.

6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (School Administration). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Letter of intent addressed to the Schools Division Superintendent
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c) Photocopy of valid and updated PRC License/ID, if applicable
- d) Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f) Photocopy of Certificate/s of Training, if applicable
- g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h) Photocopy of latest appointment, if applicable
- i) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
- j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the



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Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form


k) Other documents as may be required for comparative assessment, such as but not limited to:

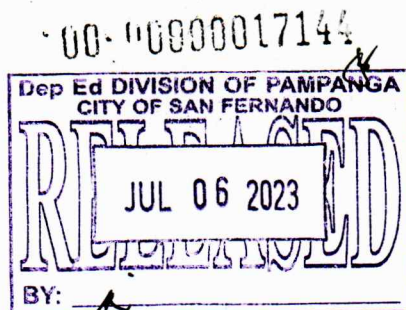
k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

k.b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

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.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent  
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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath