



records unit

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

August 10, 2023

DIVISION MEMORANDUM  
 NO. **399**, s. 2023

**VACANCY ANNOUNCEMENT: ELEMENTARY TEACHER II AND  
 TEACHER III POSITIONS**

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 Teacher II and Teacher III positions, this Division, to mention:

POSITION	MUNICIPALITY	ITEM NO.	DEADLINE OF SUBMISSION IN THE MUNICIPALITY	OPEN RANKING
TEACHER II	LUBAO	OSEC-DECSB-TCH2-150144-2007	August 22, 2023	To be announced by the Municipal Selection Committee
TEACHER II	ARAYAT	OSEC-DECSB-TCH2-153015-1998		
TEACHER III	STA. RITA	OSEC-DECSB-TCH3-155707-1998		
TEACHER III	CANDABA	OSEC-DECSB-TCH3-153941-1998		
TEACHER III	MEXICO	OSEC-DECSB-TCH3-150096-2006		

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



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga  
 Telephone No.: (045) 435-2728  
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<b>QUALIFICATION STANDARDS</b>	
<b>A. TEACHER III / SG-13</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Elementary Education or bachelor's degree plus 18 professional units in education
Experience	2 years relevant experience
Eligibility	RA 1080
Trainings	None required
<b>A. TEACHER II / SG-12</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Elementary Education or bachelor's degree plus 18 professional units in education
Experience	1-year relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required

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 ***Municipal Selection Committee*** and bring their original of the same for verification during the scheduled open ranking.
5. Also applicants who are included in the Annual Rank list for Teacher II and Teacher III positions are allowed to submit additional documents for updating of their scores within the indicated timeline.
6. The assessment of the documents of the aspirants will be based on DepEd Order No. 66, s. 2007. The plain white folder containing the documents for assessment will also include the following:
  - a) Application letter stating the position applied for
  - b) Omnibus certification of authenticity and veracity of documents duly notarized
  - c) Copy of latest approved Appointment/Copy of transmittal to CSC
  - d) CSC Form 212-Revised 2017 (with active contact number and email address)
  - e) Transcript of Records (authenticated by the issuing school)
  - f) Service Record
  - g) 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)
  - h) Documents for claims on leadership, potentials, and accomplishments
  - i) Other documents relevant to the position applied for.
7. The final ranklist and documents (i.e Minutes of the deliberation and folder of applicants) prepared by the Municipal/School Selection Committee shall then be submitted and indorsed by the concerned Municipal/School Chairperson to the Records Section. Attention: HRMO and send the soft copy of ranklist to [hrmpsb.pampanga@deped.gov.ph](mailto:hrmpsb.pampanga@deped.gov.ph)





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8. Immediate dissemination of this Memorandum is desired.

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

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