



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 10, 2025

DIVISION MEMORANDUM
NO. 198, s. 2025

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

TO: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Others concerned

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

NORTH AND EAST SECTOR

POSITION	STATION	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
Head Teacher VI (English)	Candating HS, Arayat	OSEC-DECSB-HTEACH3-150020-2015	March 20, 2025	March 21, 2025 (HRMPSB ONLY)	TBA
Head Teacher III (Filipino)	San Isidro NHS, San Luis	OSEC-DECSB-HTEACH3-150060-1999			
Head Teacher III (Mathematics)	Malino NHS, Mexico	OSEC-DECSB-HTEACH3-150581-1998			
Head Teacher I (Filipino)	Malino NHS, Mexico	OSEC-DECSB-HTEACH1-150040-2017			
Head Teacher III (Mathematics)	San Carlos San Luis NHS, San Luis	OSEC-DECSB-HTEACH3-150039-2012			
Head Teacher II (APAN)	Justino Sevilla HS, Arayat	OSEC-DECSB-HTEACH2-150002-2014			
Head Teacher III (APAN)	Apalit HS, Apalit	OSEC-DECSB-HTEACH3-150196-2023			
Head Teacher III (TLE)	Telesforo and Natividad Alfonso HS	OSEC-DECSB-HTEACH3-150077-2018			
Head Teacher III (English)	Arayat NHS, Arayat	OSEC-DECSB-HTEACH3-150073-2021			

SOUTH AND WEST SECTOR

POSITION	STATION	ITEM NO.	DEADLINE OF SUBMISSION	PRE-ASSESSMENT	ONLINE OPEN RANKING
Head Teacher III (TLE)	Guillermo D. Mendoza HS, Guagua	OSEC-DECSB-HTEACH3-150020-2015	March 20, 2025	March 21, 2025, (HRMPSB ONLY)	TBA
Head Teacher I (APAN)	Guillermo D. Mendoza HS, Guagua	OSEC-DECSB-HTEACH1-150034-2001			



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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Head Teacher III (Science)	Floridablanca National Agricultural School	OSEC-DECSB- HTEACH3- 150088-1998	March 20, 2025	March 21, 2025, (HRMPSB ONLY)	TBA
Head Teacher VI (Mathematics)	Cansinala NHS, Apalit	OSEC-DECSB- HTEACH6- 150007-2011			
Head Teacher III (Mathematics)	Gutad NHS, Floridablanca	OSEC-DECSB- HTEACH3- 150580-1998			
Head Teacher III (TLE)	Sucad NHS, Apalit	OSEC-DECSB- HTEACH3- 150050-2016			
Head Teacher III (TLE)	Dalayap NHS, Macabebe	OSEC-DECSB- HTEACH3- 150076-2018			
Head Teacher III (Mathematics)	San Carlos San Luis NHS, San Luis	OSEC-DECSB- HTEACH3- 150039-2012			
Head Teacher III (MAPEH)	Lubao NHS, Lubao	OSEC-DECSB- HTEACH3- 150012-2016			
Head Teacher III (English)	Diosdado Macapagal Memorial HS, Floridablanca	OSEC-DECSB- HTEACH3- 150029-2016			
Head Teacher III (APan)	Apalit HS, Apalit	OSEC-DECSB- HTEACH3- 150196-2023			
Head Teacher III (ESP)	Diosdado Macapagal Memorial HS, Floridablanca	OSEC-DECSB- HTEACH3- 150028-2016			

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

QUALIFICATION STANDARDS	
A. HEAD TEACHER III / SG 16	
B. CSC Prescribed Qualifications	
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 2 years or Teacher-In-Charge for 2 years or Teacher for 5 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training
C. HEAD TEACHER II / SG 15	
D. CSC Prescribed Qualifications	
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 1 year or Teacher for 4 years
Eligibility	RA 1080 (Teacher)
Trainings	24 hours of relevant training
A. HEAD TEACHER I / SG 14	
B. CSC Prescribed Qualifications	
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



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




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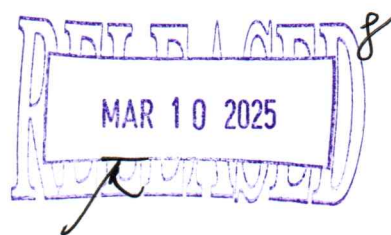
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8. Immediate dissemination of this Memorandum is desired.


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

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