



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

Records Unit

May 28, 2025

DIVISION MEMORANDUM  
No. 329 s. 2025

**VACANCY ANNOUNCEMENT: SECONDARY 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	SCHOOL	ITEM NO.	DEADLINE OF SUBMISSION IN THE SCHOOL	OPEN RANKING
TEACHER II	POTRERO NATIONAL HIGH SCHOOL	OSEC- DECSB- TCH2- 150155- 2011	June 09, 2025	To be announced by the School Selection Committee (preferably within 5 days after the deadline of submission)
TEACHER II	POTRERO NATIONAL HIGH SCHOOL	OSEC- DECSB- TCH2- 150172- 2007		
TEACHER III	SAN VICENTE PILOT SCHOOL FOR PHILIPPINE CRAFTSMEN	OSEC- DECSB- TCH3- 150170- 2021		
TEACHER III	MEXICO NATIONAL HIGH SCHOOL	OSEC- DECSB- TCH3- 150781- 2018		



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
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2. The Qualification Standards of the said position are indicated in the table below.

<b>QUALIFICATION STANDARDS</b>	
<b>A. TEACHER III / SG-13</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional units in education with appropriate major
Experience	2 years relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required
Performance Requirements	At least 12 Proficient COIs at VS At least 8 Proficient NCOIs at VS
<b>A. TEACHER II / SG-12</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional units in education with appropriate major
Experience	1-year relevant experience
Eligibility	RA 1080 (Teacher)
Trainings	None required
Performance Requirements	At least 6 Proficient COIs at VS At least 4 Proficient NCOIs at VS

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 **School Selection Committee** and bring their original of the same for verification during the scheduled open ranking.

5. The assessment of the documents of the aspirants will be based on **DepEd Order No. 20, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)**. The plain white folder containing the documents for assessment will also include the following:

- Letter of intent addressed to the Head of Office or highest human resource officer
- Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- Photocopy of voter's ID and/or any proof of residency
- Photocopy of valid and updated PRC License/ID
- Photocopy of Certificate of Board Rating



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- f) 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
- g) Photocopy of duly signed Service record or Certificate of Employment, Contract of Service, whichever is/are applicable
- h) Photocopy of the latest appointment, if applicable
- i) Photocopy of certificate/s of relevant specialized training or professional development program
- j) Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NCC) II, Trainers Methodology Certificate (TMC) for SHS TVL track, if applicable
- k) Photocopy of the required Performance Ratings with at least Very Satisfactory rating (Note: Submit at most three (3) performance rating depending on the performance rating requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position.
- l) Checklist of Requirements, CAV, Data Privacy Consent
- m) other documents may be required by the HRMPSTB for comparative assessment (e.g Portfolio of Means of Verification (MOVs) for the assessment of Identified PPST NCOIs

6. Applicants shall submit a copy of their detailed lesson plan depending on the subject/learning area of the applicant, likewise, MOVs from their RPMS portfolio shall be submitted for the evaluation of NCOIs on the set deadline. The following are the identified COI and NCOIs for the position of Teacher II and Teacher III per DepEd Order No. 20, s. 2025.

PPST Classroom Observable Indicators		PPST Non-Classroom Observable Indicators	
<b>Career Stage 1-2</b> (Beginning towards Proficient)		<b>Career Stage 1-2</b> (Beginning towards Proficient)	
<b>T II</b>	<b>T III</b>	<b>T II</b>	<b>T III</b>
1.1.2	1.1.2	4.3.2	1.2.2
1.5.2	1.5.2	5.5.2	4.2.2
2.4.2	1.7.2	6.2.2	4.3.2
3.1.2*	3.2.2*	6.4.2	5.2.2
5.3.2	4.1.2	7.3.2	5.5.2

7. The initial comparative assessment result and documents (i.e Minutes of the deliberation and folder of applicants) prepared by the District/School Sub-Committee shall then be submitted and indorsed by the concerned District/School Sub-committee 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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