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10/22/2024
GELO 6:51
DM 889-24

Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

22 October 2024

DIVISION MEMORANDUM
DM No. 889, s. 2024

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL ADMINISTRATION,
RELATED-TEACHING, TEACHING, AND NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
HRMPSB Members
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for School Administration, Related-Teaching, Teaching, and Non-Teaching positions** (see attached enclosure for the list of vacancies and Qualification Standards). All interested applicants who are qualified for the position are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested qualified applicants must place their pertinent documents in a **folder** with “ear tag” which will be submitted to the Division Office. The Personnel Section will facilitate the checking and receiving of documents.
3. The Public Schools District Supervisors shall be responsible for ensuring that all documents submitted by the applicants are complete based on the given checklist. Thus, their initials must be affixed to the checklist before submitting to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. (See attached image below). The sub-office and the Records Section shall check if the said checklist bears the initial of the PSDS and shall facilitate the submission of pertinent documents to the Records Section of SDO Quezon.

Photocopy of Performance Rating obtained from <u>the relevant</u> work experience, if performance rating in Item (j) is not relevant to the position to be filled			
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Attested:

WENNIE O. GAELA
ADMINISTRATIVE OFFICE IV//HRMO II
Human Resource Management Officer

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. The pertinent documents for School Administration, Related-Teaching, Teaching, and Non-Teaching positions must be arranged accordingly;

Mandatory Requirements:

- a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists;
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) **with Work Experience Sheet**, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- 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 and applicable to the position being applied for;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment (**certificate of employment must include the duties and responsibilities of the position**), Contract of Service, or duly signed Service Record, **whichever is/are applicable**;
- h. Photocopy of latest appointment, if applicable;
- i. **Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), **notarized by authorized official (mayor or notary public) kindly put the checklist of requirements at the first page of your application**; and

Non-Mandatory Requirements but will be used as basis for comparative assessment for related-teaching, school administration and non-teaching positions:

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- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
- l. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

Non-Mandatory Requirements for Master Teacher applicants as specified in Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997. The following documents shall be submitted as basis for comparative assessment:

a. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT

- i. Introduced anyone of the following, adopted or used by the school or district/division (must be supported by certification, accomplishment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).
 1. Curriculum or instructional materials
 2. Effective teaching techniques or strategies
 3. Simplification of work as in reporting system, record keeping, etc, or procedures that resulted in cost reduction
 4. Worthwhile Income Generating Project for learners given due recognition by the higher officials
- ii. Subject Coordinator or Grade Chairman in the school, district/division (with certification stating the number of years, school memorandum, and accomplishment report with pictorial)
- iii. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (with certification stating the number of years, school memorandum, and accomplishment report with pictorial)
- iv. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report)

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- v. Coordinator for Community Project or Activity (with certification, designation in the form of memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial)
 - vi. Organized/managed in-service activity or other similar activities at least on the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report
 - vii. Meritorious Achievement
 - viii. Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz
 - ix. Awards received as member/coordinator of BSP/GSP/Red Cross activities signed by proper activities
 - x. Authorship (with copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.
5. All application documents shall be submitted on or before **November 5, 2024 (Tuesday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
6. **The Sub-office must submit all received application documents to the Records Section of SDO Quezon, Talipan Pagbilao, Quezon by November 7, 2024 (Thursday) at 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
7. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, **Personal Data Sheet, Work Experience Sheet and**

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Checklist of Requirements can be downloaded using this link:
<https://tinyurl.com/SDO-Quezon-Application-Regs>

8. **Applicants who failed to submit mandatory documentary requirements (Item 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants. However, failure to submit the non-mandatory documentary requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.**
9. Applicants in the CAR-RQA of previously issued memorandum, DM No. 148, s. 2024 titled “Announcement of Vacancies in SDO Quezon for Related-Teaching, School Administration, Teaching, and Non-Teaching Positions and Submission of Documents for Reclassification of Positions” who have not been hired yet will be added to the rank list and will not be subject to the comparative assessment. However, those who wish to update their points must submit the following:
 - a. Letter of intent addressed to Schools Division Superintendent thru the School Head where the vacancy exists;
 - b. Duly Accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) **with Work Experience Sheet;**
 - c. Photocopy of **valid** and **updated** PRC License; and
 - d. Other documents for updating.
10. Applicants are **required** to register in the Division Registry of Applicants **after** the submission of their application folder through this link or click on the QR code:
<https://tinyurl.com/SRTNtp2024>



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11. The initial evaluation, pre-evaluation and Comparative Assessment of School Administration, Related-Teaching, Teaching and Non-Teaching Applicants shall be done by the HRMO, and HRMPSB respectively.
12. The Registry of Qualified Applicants for all positions shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject for approval of the Schools Division Superintendent.
13. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
14. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persmjv10/22/2024

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Enclosure 1 to Division Memorandum No. ____ s. 2024

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	October 22, 2024	1
Last day of receiving of application	Records Section	November 5, 2024	1
Submission of the application documents received from the sub-offices	Records Section	November 7, 2024	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section	November 5 – 8, 2024	4
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV	November 11, 2024	1
Posting of Initial Evaluation Results (IER)	HRMPSB/AO IV/Secretariat	November 12, 2024	1
Pre-evaluation of pertinent documents of applicants	HRMPSB members and sub-committee members	November 13 – 14, 2024	2
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) and Skills or Work Sample Tests (S/WST)	HRMPSB Members and sub-committee members	November 15 – 20, 2024	5

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HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	November 26, 2024	1
Submission of CAR to the Appointing Authority	HRMPSB Members	November 27, 2024	1
Posting of Comparative Assessment Result	HRMPSB Members	November 28, 2024	1

Note: The scheduled timeline of activities is subject to change based on the number of application forms received.

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Enclosure No. 2 to Division Memorandum No. 889 s. 2024

LIST OF VACANCIES
SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal I	19	53,873	78	Division of Quezon
Head Teacher III	16	41,616	1	Patnanungan District
			2	General Luna District
Head Teacher II	15	38,413	1	Mauban North District
			1	Division of Quezon
Head Teacher I	14	35,434	1	Sampaloc District
			1	Sariaya West District
			1	Lopez West District
			1	Buenavista District
			1	Division of Quezon
nothing follows				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal I	19	53,873	1	Jomalig NHS, Jomalig District
			1	Calasumanga NHS, Panukulan District

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			1	Bagupaye ES, Mulanay District
			1	Taluong NHS, Polillo District
Assistant School Principal III	20	60,157	1	Quezon National High School, Sariaya East District
Head Teacher VI	19	53,873	1	Quezon National High School, Sariaya East District
Head Teacher IV	17	45,138	1	Lutucan Integrated NHS, Sariaya West District
Head Teacher III	16	41,616	1	Tongohin NHS, Infanta District
Head Teacher II	15	38,413	1	Maligaya Intregrated NHS, Atimonan District
			1	MSEMSAT, Mauban North District
Head Teacher I	14	35,434	1	Canda NHS, Sariaya East District
			1	Sto. Niño Ilaya NHS, Lopez East District
			1	Quezon Science High School, Sariaya East District
nothing follows				

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	60,157	1	Hagonghong Integrated HS, Buenavista District
Assistant School Principal II	19	53,873	5	Division of Quezon
nothing follows				

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RELATED-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Senior Education Program Specialist	19	53,873	1	SGOD
nothing follows				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Guidance Counselor III	13	32,870	3	Gumaca NHS, Gumaca West District
			1	Lutucan Integrated NHS, Sariaya West District
			1	MSEMSAT, Mauban North District
			1	Alabat Island NHS, Alabat District
Guidance Counselor I	11	28,512	1	Canda NHS, Sariaya East District
			1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
			1	Gumaca NHS, Gumaca West District
			1	Lusacan NHS, Tiaong District
			2	Lutucan Integrated NHS, Sariaya West District
			1	Quezon National High School, Sariaya East District
			1	Recto Memorial NHS, Tiaong District
			1	San Andres NHS, San Andres District
			1	San Isidro NHS, General Luna District

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			1	Silangang Malicboy NHS, Pagbilao District
			1	Sta. Catalina NHS, Candelaria East District
			1	Ungos Integrated NHS, Real District
nothing follows				

TEACHING POSITIONS

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Master Teacher II	19	53,873	2	Calauag East District
			2	Calauag West District
			1	San Andres District
			1	Real District
			1	Mauban South District
Master Teacher I	18	49,015	1	Calauag East District
			1	Gumaca East District
			2	Pitogo District
			1	San Andres District
			1	San Francisco District
			2	Sariaya East District

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			1	Sariaya West
			1	Infanta District
Special Education Teacher II	15	38,413	1	Lopez East District
Special Education Teacher I	14	35,434	1	Pagbilao District
			1	Gumaca East District
			1	San Antonio District
nothing follows				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	53,873	1	Quezon National High School, Sariaya East District	ESP
			1	Dr. Maria D. Pastrana NHS, Mauban South District	MATH
			1	Alabat Island NHS, Alabat District	ENGLISH
Master Teacher I	18	49015	1	Quezon National High School, Sariaya East District	ARALING PANLIPUNAN
			1	San Isidro NHS, Catanauan District	MATH
			1	Atimonan National Comprehensive HS, Atimonan District	MATH
			1	MSEMSAT, Mauban North District	SCIENCE

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			1	Quezon National High School, Sariaya East District	SCIENCE
Special Education Teacher I	14	35,434	1	Recto Memorial NHS, Tiaong District	
			1	Quezon National High School, Sariaya East District	
nothing follows					

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	53,873	1	Paaralang Sekundarya ng Lucban IS, Lucban District	MATH
			1	MSEMSAT, Mauban North District	SOCIAL SCIENCE
			1	Sta. Catalina NHS, Candelaria East District	HUMSS
			1	Pagsangahan NHS, San Francisco District	SCIENCE
Master Teacher I	18	49015	1	San Andres NHS, San Andres District	ENGLISH
			1	Matandang Sabang NHS, Catanauan District	MATH
			1	Renato Edaño Vivencio NHS, San Francisco District	MATH
			1	Dr. Maria D. Pastrana NHS, Mauban South District	SCIENCE
			1	Dagatan NHS, Dolores District	SCIENCE
			1	Bagupaye Integrated HS, Mulanay District	TVL-EIM

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*****nothing follows*****

NON-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Dentist II	17	45,138	1	Division of Quezon
Nurse II	16	41,616	1	Division of Quezon
Administrative Assistant III	9	22,219	1	Accounting Section
Administrative Assistant II	8	20,534	1	Personnel Section
			1	Budget Section

*****nothing follows*****

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Project Development Officer I	11	28,512	1	San Andres District
			1	Patnanungan District
Administrative Officer II	11	28,512	1	San Roque ES, Catanauan District
			1	Ulpiano Camacho ES, Quezon District
			1	Anibawan ES, Burdeos District
			1	Pantay ES, San Francisco District
			1	Cumbahan ES, San Francisco District

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Administrative Assistant III	9	22,219	1	Jomalig District
			1	Macalelon District
			1	Plaridel District
			1	San Andres District
			1	Tagkawayan District
			1	Unisan District
			1	Atimonan District
			1	Calauag West District
Administrative Assistant II	8	20,534	1	Calauag East District
			1	Calauag West District
			1	Jomalig District
			1	Lopez West District
			1	Patnanungan District
			1	Sampaloc District
			1	San Andres District
			1	Candelaria West District
			1	Pitogo District
			1	San Francisco District
1	San Narciso District			
1	Unisan District			
Administrative Aide I	1	13,530	1	General Luna District
nothing follows				

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Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Librarian I	11	28,512	1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
Administrative Officer II	11	28,512	1	Mabunga NHS, San Francisco District
Administrative Officer I	10	24,381	1	Quezon National High School, Sariaya East District
Administrative Assistant III	9	22,219	1	Katimo NHS, Tagkawayan District
			1	Gloria Umali Integrated NHS, Tiaong District
			1	Panikihan NHS, Gumaca East District
			1	San Francisco B NHS, Lopez West District
			1	Ajos NHS & Magsaysay NHS, Mulanay District
			1	Sto. Niño NHS & Huyon-Uyon NHS, San Francisco District
			1	Callejon NHS, San Antonio District
			1	Dagatan NHS, Dolores District
			1	Guinayangan NHS, Guinayangan North District
			1	Hinguiwin NHS, Padre Burgos District
			1	Jacinto G. Esplana NHS & Dr. Vivencio V. Marquez NHS, San Francisco District
			1	Libo NHS, Panukulan District
			1	Marcial B. Villanueva NHS, San Francisco District
1	San Isidro IS, Tagkawayan District			
1	Ungos Integrated NHS, Real District			

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Administrative Assistant II	8	20,534	1	Maligaya Integrated NHS, Atimonan District
			1	Nabangka NHS, Guinayangan South District
			1	Sto. Niño NHS & Huyon-Uyon NHS, San Francisco District
			1	Gov. Anacleto Alcala NHS, Sariaya West District
			1	San Francisco B NHS, Lopez West District
			1	Gloria Umali Integrated NHS, Tiaong District
			1	San Roque Ilaya NHS, Calauag East District
			1	Cabay NHS, Tiaong District
			1	Cagsiy I NHS, Mauban South District
			1	Callejon NHS, San Antonio District
			1	Concepcion NHS, Plaridel District
			1	Dr. Panfilo Castro NHS, Candelaria District
			1	Evaristo R. Macalintal Memorial NHS, Quezon District
			1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
			1	Guinayangan NHS, Guinayangan North District
			1	Hondagua NHS, Lopez West District
			1	Jomalig NHS, Jomalig District
1	Marcial B. Villanueva NHS, San Francisco District			
1	Paaralang Sekundarya ng Heneral Nakar, General Nakar District			
1	Pagbilao Grande Island NHS, Pagbilao District			

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			1	Pagsangahan NHS, San Francisco District
			1	Recto Memorial NHS, Tiaong District
			1	San Antonio NHS, San Antonio District
			1	Sto. Domingo NHS, Calauag West District
			1	Unisan NHS, Unisan District
Administrative Aide IV	4	16,209	1	Alabat Island NHS, Alabat District
			1	Lutucan Integrated NHS, Sariaya West District
			1	Quezon National High School, Sariaya East District
Administrative Aide III	3	15,265	1	Lamon Bay School of Fisheries, Gumaca East District
			1	Abuyon NHS, San Narciso District
Security Guard I	3	15,265	1	Bondoc Peninsula Agricultural HS, Mulanay District
			1	San Isidro NHS, General Luna District
			1	Alabat Island NHS, Alabat District
Farm Worker I	2	14,372	1	Bondoc Peninsula Agricultural HS, Mulanay District
nothing follows				

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Assistant II	8	20,534	1	Bantulinao IS, Calauag West District
			1	Bonifacio NHS, Burdeos District
			1	Burdeos NHS, Burdeos District

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			1	Busdak NHS, Patnanungan District
			1	Cabay NHS, Tiaong District
			1	Callejon NHS, San Antonio District
			1	Camflora ES-Annex, San Andres District
			1	Dagatan NHS, Dolores District
			1	Dao NHS, Lopez West District
			1	Cogorin Ibaba NHS, Lopez West District
			1	Doña Francisca Alvarez Rejano IS, Mulanay District
			1	Dr. Vivencio V. Marquez NHS, San Francisco District
			1	Emilio V. Quizon NHS, San Andres District
			1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
			1	Joel B Arquiza NHS, Quezon District
			1	Jongo NHS, Lopez West District
			1	Lagay NHS, Calauag West District
			1	Lina Gayeta Lasquety NHS, Padre Burgos District
			1	Magsaysay NHS, Mulanay District

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			1	Malusak NHS, Atimonan District
			1	Nabangka NHS, Guinayangan North District
			1	Paaralang Sekundarya ng Lucban IS, Lucban District
			1	Pugon NHS, San Francisco District
			1	San Roque Ilaya NHS, Calauag East District
			1	Sanmandelcar NHS, Tagkawayan District
			1	Sta. Lucia NHS, Dolores District
nothing follows				

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QUALIFICATION STANDARDS OF THE VACANT POSITIONS
SCHOOL ADMINISTRATION

Elementary

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL I	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	40 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR MASTER TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	RA 1080 /LET/ PBET
HEAD TEACHER III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 2 YEARS; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR TEACHER FOR 5 YEARS	
HEAD TEACHER II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education		HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 4 YEARS	
HEAD TEACHER I	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education		TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	

Junior High School

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL I	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education	40 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR MASTER	RA 1080 /LET/ PBET

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			TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS
ASSISTANT SCHOOL PRINCIPAL III	Bachelors Degree in education or its equivalent with a major and minor, or Bachelors Degree in Arts and Sciences with at least ten (10) units in professional education	2 years supervisory experience	8 hours of relevant training
HEAD TEACHER VI	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 5 YEARS; OR MASTER TEACHER FOR 4 YEARS
HEAD TEACHER IV	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 3 YEARS; OR MASTER TEACHER FOR 2 YEARS
HEAD TEACHER III	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS
HEAD TEACHER II	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER FOR 4 YEARS

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	appropriate field of specialization			
HEAD TEACHER I	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	

Senior High School

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL II	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	1 YEAR AS PRINCIPAL	RA 1080 /LET/ PBET
ASSISTANT SCHOOL PRINCIPAL II	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	"2 years of relevant experience"	RA 1080 /LET/PBET Provisional: None Required

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RELATED-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

Position	Education	Training	Experience	Eligibility
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position

Junior High School

Position	Education	Training	Experience	Eligibility
GUIDANCE COUNSELOR III	Master's degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Guidance Counselor)
GUIDANCE COUNSELOR I				

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TEACHING POSITIONS

Elementary

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	1 YEAR AS MASTER TEACHER 1 OR 4 YEARS AS TEACHER III	RA 1080 /LET/ PBET
MASTER TEACHER I	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 18 units for a Master's degree in Education or its equivalent	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	
SPECIAL EDUCATION TEACHER II	Bachelor's Degree in Education with Specialization in Special Education	4 HOURS OF RELEVANT TRAINING	1 YEAR EXPERIENCE AS SPECIAL EDUCATION TEACHER	
SPECIAL EDUCATION TEACHER I	Bachelor's Degree in Education with Specialization in Special Education and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	

Junior High School

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Bachelor of Secondary Education (BSED) or Bachelors Degree plus	4 Hours of Relevant Training	1 YEAR AS MASTER TEACHER 1 OR 4	RA 1080 /LET/ PBET

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	18 Professionals Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent		YEARS AS TEACHER III	
MASTER TEACHER I	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	
SPECIAL EDUCATION TEACHER I	Bachelor's Degree in Education with Specialization in Special Education and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	

Senior High School

Academic

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Master's degree in relevant strand/ subject	12 hours of training relevant to the subject area specialization	5 years of relevant teaching/ industry work experience	RA 1080 /LET/PBET Provisional: None Required
MASTER TEACHER I	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ industry work experience	

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TVL

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 1 year of relevant industry work experience	RA 1080 /LET/PBET Provisional: None Required
MASTER TEACHER I	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 6 months of relevant industry work experience	

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NON-TEACHING POSITIONS

Position	Education	Training	Experience	Eligibility
DENTIST II	Doctor of Dental Medicine or Dental Surgery	4 hours relevant training	1 year relevant experience	RA 1080
NURSE II	Bachelor's degree in Nursing	4 hours relevant training	1 year relevant experience	
PROJECT DEVELOPMENT OFFICER I	Bachelor's degree relevant to the job			Career Service (Professional)/Second Level Eligibility
ADMINISTRATIVE OFFICER II				
SCHOOL LIBRARIAN I	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	NONE REQUIRED	NONE REQUIRED	RA 1080 (Librarian)
ADMINISTRATIVE OFFICER I	Bachelor's degree relevant to the job			Career Service (Professional)/Second Level Eligibility
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
ADMINISTRATIVE ASSISTANT III (CLERICAL)				

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ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)				
ADMINISTRATIVE ASSISTANT II (CLERICAL)				
ADMINISTRATIVE AIDE IV	Completion of 2 years studies in college	NONE REQUIRED	NONE REQUIRED	
ADMINISTRATIVE AIDE III				
ADMINISTRATIVE AIDE I	* Must be able to read and write			
SECURITY GUARD I	High School Graduate			Security Guard License
FARM WORKER I	Elementary School Graduate			NONE REQUIRED

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