



Office of the Schools Division Superintendent

June 18, 2025

**DIVISION MEMORANDUM**

NO. 374 s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR TEACHER III (elem) AND MASTER TEACHER III (JHS)**

To: Asst. Schools Division Superintendent  
Chief, CID  
Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principal/TIC  
All Others Concerned  
This Division

1. Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **Requirements:**

Vacant Position : **TEACHER III (ELEM)**  
Item Number : OSEC-DECSB- TCH3-570117-2024  
Salary Grade : 13  
Education Requirements: BEED or Bachelor's degree plus 18 professional units in Education  
Eligibility : PBET/LET/RA 1080 Teacher  
Experience : 2 years relevant experience  
Training Requirements : None required

**JOB DESCRIPTION:**

- Responsible for preparing lesson plans and educating students at all levels. The duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.

Vacant Position : **MASTER TEACHER III (JHS)**  
Item Number : OSEC-DECSB- MTCHR3-570015-2022  
Salary Grade : 20  
Education Requirements: Completion of academic requirements for a Master's degree  
Eligibility : PBET/LET/RA 1080 Teacher  
Experience : 1 year as Master Teacher II or 5 years as Teacher III  
Training Requirements : 8 hours of relevant training





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**JOB DESCRIPTION:**

- Perform 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation.

All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **JULY 1, 2025, 5:00 PM.**

- 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) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- 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 assessment, 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements> )
- k. Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, 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.

**3. Applicants are expected to:**

- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. For applicants who opt to send their application through email, you may send your application to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com), in a PDF file using this sample format: **DELACRUZ, JUAN\_AOII.**

5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 20, s, 2024 for higher teaching positions.**





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6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.

**JAY S. MONTEALTO, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

