



Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF DAPITAN CITY

September 4, 2024

DIVISION MEMORANDUM

No. 455, s. 2024

ACCELERATING THE FILLING UP OF VACANCIES

To: **ALL EMPLOYEES**
 This Schools Division

Based on the soft copies of the PSIPOPs provided to the schools' division superintendent yesterday, there are 27 unfilled natural vacancies as of today (5 CTIed, 14 without qualified or no interested applicant, 8 can be filled up by the SDO promptly).

We act first on the 8 which we can fill up promptly provided the natural vacancies were already published and posted on time, and we have the POOLs of the Registries of Qualified Applicants for all vacancies including the chain of vacancies.

VACANCIES WHICH SDO MUST FILL UP IMMEDIATELY

	PREVIOUS INCUMBENT	DATE VACATED
1. OSEC-DECSB-ADAS3-570003-2018		
2. ADMINISTRATIVE AIDE VI - 06		
3. OSEC-DECSB-EPSVR-570047-2010		
4. OSEC-DECSB-SP3-570018-2022 ELEM		
5. OSEC-DECSB-SP2-570948-2010 ELEM		
6. OSEC-DECSB-TCH3-570197-2019 ELEM		
7. OSEC-DECSB-TCH1-571270-2012	SULANGON NHS	
8. OSEC-DECSB-MTCHR3-570013-2022	DAPITAN NHS	

Since the 8 items were already vacated before the soft copies of the PSIPOPs were provided to the undersigned superintendent, it is presumed that these 8 items were already published and posted.

Department of Education
 Division of Dapitan City
RELEASED
 NO. 455 DATE 9/4/2024
 TIME 9:36 BY [Signature]

OSDS-SDS-DM-2020-011



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What about the POOLs of Qualified Applicants (PRQAs) for all vacancies including the chain of vacancies?

1. OSEC-DECSB-ADAS3-570003-2018 SG-9 PRQAs or Rankings
 - a) SG-8 ADAS2 / DO2 for ADAS3
 - b) SG-8-7/6 ADAS1/ADA6 for ADAS2
 - c) /JOs / New Applicants for ADA6

2. OSEC-DECSB-EPSVR-570047-2010 SG-22 PRQAs or Rankings
Category A – in the PSIPOPs of SDO Dapitan City
Internal Applicants (DO 007, s. 2023)
 - a) SG-21 P3 for EPS1 SG-22
 - b) SG-20 P2 / MT3 for SG-21
 - c) SG-19 P1 / MT2 / HT6 for SG-20
 - d) SG-18 MT1 / HT5 for SG-19
 - e) SG-17 HT4 for SG-18
 - f) SG-16 HT3 for SG-17
 - g) SG-15 HT2 for SG-16
 - h) SG-14 HT1 for SG-15
 - i) Teacher 3 for HT1 or MT1
 - j) Teacher 2 for Teacher 3
 - k) Teacher 1 for Teacher 2
 - l) Applicant for Teacher 1 existing RQAs

Category B – PSIPOPs **not** of SDO Dapitan City (External Applicants)

Hence the PRQAs must be segregated in these 2 Categories reflecting respective PSIPOP Item Number of those already employed in the Schools' Division of Dapitan City, and their specific station/school.

3. OSEC-DECSB-TCH3-570197-2019 ELEM PRQAs or Rankings of the District where the vacancy exists)
 - a) Teacher 2 for Teacher 3
 - b) Teacher 1 for Teacher 2
 - c) Applicant for Teacher 1 existing RQAs

4. OSEC-DECSB-TCH1-571270-2012 SULANGON NHS
Existing RQA, if none was plotted yet, the Principal must indicate in writing the Subject Area of the Teacher 1.

5. OSEC-DECSB-SP3-570018-2022 ELEM
6. OSEC-DECSB-SP2-570948-2010 ELEM

Since passing the NQESH is a requirement, only those listed in the succeeding Table are qualified among the possible internal applicants. Of course, applications must be submitted by those who desire to be promoted.

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**QUALIFIED APPLICANTS for OSEC-DECSB-SP3-570018-2022 ELEM and
INCOMING PRINCIPAL 3 VACANCIES**

1. OSEC-DECSB-SP2-570015-2022 ELEM	GALLEMIT, GILYN ELCAMEL	12/23/22
2. OSEC-DECSB-SP2-570018-2017 ELEM	TAN, IMELDA FERRAREN	08/09/19

**QUALIFIED APPLICANTS for OSEC-DECSB-SP2-570948-2010 ELEM and
INCOMING PRINCIPAL 2 VACANCIES**

1. OSEC-DECSB-SP1-570222-2010 ELEM	PON, ELBERT ACOYMO	12/1/22
2. OSEC-DECSB-SP1-570319-2010 ELEM	ABELO, LOVE JURILLA	12/1/22
3. OSEC-DECSB-SP1-570320-2010 ELEM	BOQUIDA, JEZEBEL SANICO	12/1/22
4. OSEC-DECSB-SP1-570001-2014 ELEM	CABANLIT, OFELIA ARELLANO	12/1/22
5. OSEC-DECSB-SP1-570266-2010 ELEM	ROBARO, ELDIE DAGPIN	08/1/18
6. OSEC-DECSB-SP1-570267-2010 ELEM	ESPARCIA, LYNETTE BAES	12/22/11
7. OSEC-DECSB-SP1-570353-2010 ELEM	RUIZ, GEMMALYN OBORDO	12/12/11
8/ OSEC-DECSB-SP1-570269-2010 ELEM	BALLADARES, LYRA LAPINIG	02/20/18

7. OSEC-DECSB-MTCHR3-570013-2022 DAPITAN NHS

Accordingly, the Master Teacher 3 was already filled up by an applicant from Potungan NHS PSIPOP. Since there are no PRQAs yet for the Chain Vacancies for Master Teacher 2, Master Teacher 1, Teacher 3, Teacher 2, Principal Malana of Potungan NHS was directed to promptly do a school-based assessments of applicants. Despite, others who would like to apply for Master Teacher 2 and Master Teacher 1 must submit respective applications to Principal Malana within 5 working days, and provided further that the applicants are willing to be re-assigned to school/s of the PSIPOP item/s.

This is also based on the requirement for the listed schools' divisions which were asked to submit Catch Up Plan to accelerate the filling up of natural vacancies, and the Schools Division of Dapitan City is among them (*attached below*). **Please provide the undersigned superintendent copy of the Catch Up Plan submitted by Dapitan City for him to manage the compliance thereof.**

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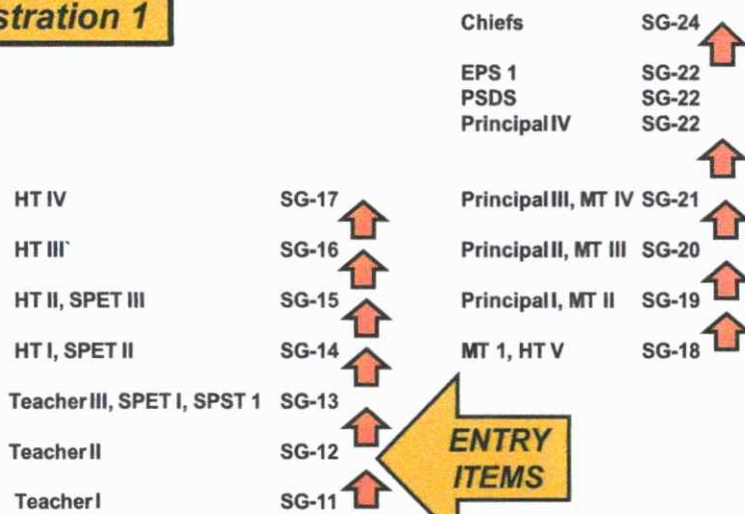
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SUCCESSION/PROMOTION POLICY

applied to TEACHING & RELATED-TEACHING ITEMS

Illustration 1



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Promotion-Succession/Ladderized Plan

ITEM	JOB DESCRIPTION	BASIC COURSE QS	
Acc. III / SEPS (SG-19)	Illustration 2		
ADOF5/PO (SG-18)			
EpSII (SG-16)			
ADOF4/PDO 2 (SG-15)			
ADOF2/PDO 1 (SG-11)		SDO – Human Resource Schools-Finance Rel Functions	4-Year Course BSC, BSBA, Accounting
ADAS3 (SG-9)		Finance-Related Functions	BSC, BSBA, Accounting
ADAS2 (SG-8)		Accounting, Budgeting, Cash Management, Payroll Service	BSC, BSBA, Accounting
ADAS1 (SG-7)		Clerical support to budgeting	At least two years college
ADA6 (SG-6)		Clerical Support	At least two years college
ADA4 (SG-4)			
JOB ORDER APPLICANTS	ENTRY ITEMS	ENTRY ITEM	

Take note that the above is with reference to Succession Planning and Ladderized Promotion Plan.


FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent

References:

- Republic Act No. 11032: Ease of Doing Business and Efficient Delivery Of Government Services
- Republic Act No. 8190: Localization Law
- 2017 ORAOHRA: OMNIBUS RULES on APPOINTMENTS and OTHER HUMAN RESOURCE ACTIONS
- Deped Merit Selection Plans: DepEd Order No. 007, s. 2023, the latest

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