



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

Office of the Schools Division Superintendent

August 05, 2025

DIVISION MEMORANDUM

NO. 519 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR TEACHER II (elem)

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 II (ELEM)**
Item Number : OSEC-DECSB- TCH3-570458-2014
Salary Grade : 12
Education Requirements: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 1 year teaching experience
Training Requirements : 8 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years

Vacant Position : **TEACHER II (ELEM)**
Item Number : OSEC-DECSB- TCH3-573586-1998
Salary Grade : 12
Education Requirements: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 1 year teaching experience
Training Requirements : 8 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years

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*



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- 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:

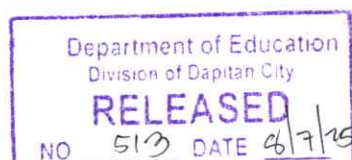
- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com, 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. 007 s, 2023 for non-teaching & teaching related** positions and to **DepEd Order No. 20, s, 2024 for higher teaching** positions.

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
SCHOOLS DIVISION SUPERINTENDENT