



Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 062, s. 2025

JAN 30 2025

TO: All regular members of the HRMPSB
 Chief Education Supervisor, CID and SGOD
 Representative of the Federated Teachers Association
 Representative of the Philippine Elementary Schools Principals Association
 All qualified applicants

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION
 OFFICE-CITY OF SAN FERNANDO (LA UNION)

Date: January 30, 2025

PARTICULARS

1. This is to inform all interested applicants of the vacant position at the City Schools Division Office-City of San Fernando (La Union):

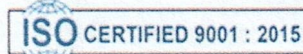
VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Education Program Supervisor (SGOD) EPSVR-60001-2022	Master's degree in Education or other relevant degree; Master's degree with specific area of specialization	At least 2 years as Principal or Head Teacher or Master Teacher	8 hours relevant training	RA 1080 (Teacher)
	Job Summary: To develop and supervise implementation of special programs and projects of the schools division office towards the holistic development of learners (non-curricular*) and provide technical assistance to schools to help them implement sustainable programs and projects.			
Position Title/SG	Education	Experience	Training	Eligibility
Education Program Supervisor (CID) EPSVR-60047-2010	Master's degree in Education or other relevant degree; Master's degree with specific area of specialization in Technology and Livelihood Education (TLE) .	At least 2 years as Principal or Head Teacher or Master Teacher	8 hours relevant training	RA 1080 (Teacher)
	Job Summary: To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.			



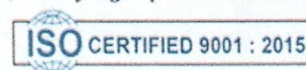
Address : Tanqui, City of San Fernando
 2500 La Union
 Tel. No. : (072) 607-4715
 Email : sanfernando.city1@deped.gov.ph

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
 Reference No. : _____



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Education Program Specialist II (SGOD) EPS2-60052-2015	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation, or other relevant experience	4 hours relevant training	RA 1080; CS Professional
<p>Job Summary: To assist the Chief and Education Program Supervisor in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services.</p>				
Position Title/SG	Education	Experience	Training	Eligibility
Special Education Teacher III (Elementary) SPET3-60015-2023	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years as Special Education Teacher	RA 1080 (Teacher)
<p>Job Summary: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.</p>				
Position Title/SG	Education	Experience	Training	Eligibility
Head Teacher III (Elementary) HTEACH3-60071-2008	Bachelor's degree in Elementary Education or Bachelor's degree plus 18 professional units	24 hours relevant training	Head Teacher for 2 years; or Teacher-In-Charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
<p>Job Summary: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.</p>				
Position Title/SG	Education	Experience	Training	Eligibility
Master Teacher I (Elementary) MTCHR1-63066-1998	Bachelor's degree in Elementary Education or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None	RA 1080 (Teacher)
<p>Job Summary: Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (professional development) and provided at least 20% assistance to school head in program implementation.</p>				



VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Teacher III (Elementary) TCH3-60915-2014 TCHR3-67903-1998	Bachelor's degree in Elementary Education or bachelor's degree plus 18 professional educational units	None required	2 years relevant experience	RA 1080
	Job Summary: Classroom instruction; Accomplishment report; and Community Services.			
Position Title/SG	Education	Experience	Training	Eligibility
Teacher II (Elementary) TCH2-60095-2005 TCH2-60055-2024 TCH2-60207-2002	Bachelor's degree in Elementary Education or bachelor's degree plus 18 professional educational units	None required	1 year relevant experience	RA 1080 (Teacher)
	Job Summary: Classroom instruction; Accomplishment report; and Community Services.			
Position Title/SG	Education	Experience	Training	Eligibility
Teacher II (Senior High School) TCH2-62407-2017	Bachelor's degree with a major in the relevant strand/subject, or any bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	RA 1080 (Teacher); if not RA 1080 eligible, applicant must pass the LET within 5 years after date of first hiring
	Job Summary: Classroom instruction; Accomplishment report; and Community Services.			

2. **DepEd Order No. 7, s.2023 (enclosure no. 4)** will be used as basis for the ranking and interview for the **Education Program Supervisor (CID and SGOD)** and **Education Program Specialist II (SGOD)** positions.

3. **DepEd Order No. 7, s.2023 (enclosure no. 3)** will be used as basis for the ranking and interview for the **Head Teacher III** position.

4. **DepEd Order No. 20, s.2024** will be used as basis for the ranking and interview for the **Special Education Teacher III, Master Teacher I, Teacher III and Teacher II** positions.

5. All interested and qualified applicants, including persons with disability(PWD), members of the indigenous communities, and those from any sexual orientation and gender identities(SOGI), are required to submit the following documents in two (2) sets of folders on or before **February 14, 2025**:

a. Letter of intent addressed to

SHEILA MARIE A. PRIMICIAS, Ed.D, CESO VI

OIC-Schools Division Superintendent

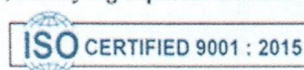
b. Duly accomplished PDS(CS Form No. 212, revised 2017) with Work Experience Sheet;

c. Photocopy of valid and updated PRC License/ID, if applicable;

d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;

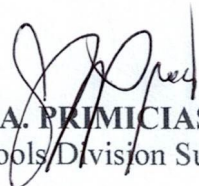
e. Photocopy of scholarship/academic records such as but not limited to Transcript of Records(TOR) and Diploma, including graduate and post-graduate units/degrees, if applicable;

f. Photocopy of Certificate/s of Training, if applicable;



- g. Photocopy of Certificate of Employment or Service Record, if applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of Performance Rating in the last rating period(s) covering one(1) year performance in the current/latest position prior to 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), notarized by an authorized official (Download here: <https://tinyurl.com/OSS-SDOCSFLU>); and;
 - k. Other additional requirements:
 - k.1. 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;
 - k.2. Photocopy of the Performance Rating obtained from the relevant experience, if the Performance Rating in Item "i" is not relevant to the position to be filled;
6. The contents of the folders of applicants should be arranged according to the order enumerated above with proper ear tabs. Applications with incomplete documents shall not be entertained. **Applicants can no longer submit additional documents during the ranking proper, only the submitted documents will be evaluated.**
 7. All qualified applicants are advised to bring the original documents on the day of evaluation for verification purposes.
 8. Qualified applicants can send their applications and documents to the email address of the Personnel Section at rlsfc.personnel@deped.gov.ph, or hand in/send through courier to:

The HRMO
Personnel Section
DepEd City of San Fernando(La Union)
Tanqui, City of San Fernando, La Union
 9. Applicants from La Union shall submit their application personally at the Division Office.
 10. For information and immediate dissemination to all concerned.


SHEILA MARIE A. PRIMICIAS, Ed.D, CESO VI
 OIC-Schools/Division Superintendent

