

**POSTED**

Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 235, s. 2025

MAY 02 2025

TO: All regular members of the HRMPSB
Representative of the Federated Teachers 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: **April 30, 2025**

PARTICULARS

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

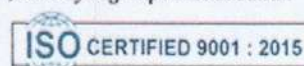
VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Master Teacher I (Elementary) 63075-1998	Bachelor's degree in Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education, and 18 units for a Master's degree in education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)
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				



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

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VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Head Teacher III (Elementary) 60072-2008	Bachelor's degree in Elementary Education (BEEd) or bachelor's degree plus 18 professional units	Head Teacher for 2 years; or Teacher-in-charge for 2 years; Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
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.				
Position Title/SG	Education	Experience	Training	Eligibility
Teacher II (Elementary) 67189-1998 68214-1998	Bachelor's degree in Elementary Education (BEEd) or bachelor's degree plus 18 professional units	1 year relevant experience	24 hours relevant training	RA 1080 (Teacher)
Job Summary: Classroom instruction; Accomplishment report; and Community Services.				

2. **DepEd Order No. 7, s.2023** will be used as basis for the ranking and interview for the Head Teacher III position.
3. **DepEd Order No. 20, s.2024** will be used as basis for the ranking and interview for the Master Teacher I and Teacher II positions.
4. 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 **May 16, 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 three(3) rating period(s)** covering one(1) year performance each period 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;
5. 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.**



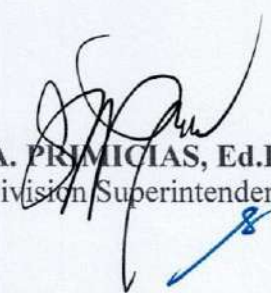
Address : Tanqui, City of San Fernando
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6. All qualified applicants are advised to bring the original documents on the day of evaluation for verification purposes.
7. Qualified applicants can send their applications and documents to the email address 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
8. Applicants from La Union shall submit their application personally at the Division Office.
9. For information and immediate dissemination to all concerned.


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



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