



**Republic of the Philippines**  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 260, s. 2025

MAY 22 2025

**TO:** All regular members of the HRMPSB  
Representative of the Philippine Elementary Schools Principals Association  
Representative of the National Association of Public Secondary School Heads  
Representative of the Non-Teaching Association  
Representative of the Federated Teachers Association  
Principal III, LUNHS  
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:** May 22, 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):

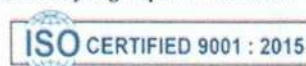
VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
<b>School Principal II</b> <b>(Elementary)</b> <b>60165-2010</b> <b>60166-2010</b>	Bachelors' degree in Elementary Education; or bachelor's degree with 18 professional education units plus 6 units management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher) NQESH Passer
<b>Job Summary:</b> Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.				



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
<b>School Principal II</b> <b>(Senior High School)</b> <b>60040-2016</b>	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional education units with appropriate field of specialization plus 6 units management	1 year as Principal	40 hours of relevant training	RA 1080 (NQESH)
	<b>Job Summary:</b> Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Head Teacher VI (LUNHS)</b> <b>60144-1998</b>	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional education units with appropriate field of specialization(Values)	Head Teacher for 5 years or Master Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
	<b>Job Summary:</b> 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
<b>Master Teacher I (LUNHS)</b> <b>63131-1998</b>	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional education units with appropriate field of specialization(MAPEH); and 18 units for a Master's Degree in education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)
	<b>Job Summary:</b> 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.			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Teacher III (LUNHS)</b> <b>68060-1998</b> <b>68111-1998</b>	Bachelor's degree in Secondary Education or bachelor's degree plus 18 professional education units with appropriate field of specialization	2 years relevant experience	None required	RA 1080 (Teacher)
	<b>Job Summary:</b> Classroom instruction; Accomplishment report; and Community Services.			
Position Title/SG	Education	Experience	Training	Eligibility
<b>Teacher II (Elementary)</b> <b>60057-2018</b>	Bachelor's degree in Elementary Education or bachelor's degree plus 18 professional education units	1 year relevant experience	None required	RA 1080 (Teacher)
	<b>Job Summary:</b> Classroom instruction; Accomplishment report; and Community Services.			



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VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer II (Elementary) 60462-2025 60463-2025 60464-2025	Bachelor's degree relevant to the job	None required	None required	CS Professional (2 <sup>nd</sup> level eligibility)
	<b>Job Summary:</b> This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer II (DQBNHS) 60467-2025	Bachelor's degree relevant to the job	None required	None required	CS Professional
	<b>Job Summary:</b> This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer II (Pao NHS) 60466-2025	Bachelor's degree relevant to the job	None required	None required	CS Professional
	<b>Job Summary:</b> This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			
Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer II (LUNHS-Sacyud Annex) 60465-2025	Bachelor's degree relevant to the job	None required	None required	CS Professional
	<b>Job Summary:</b> This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			

2. DepEd Order No. 7, s.2023 (enclosure no. 3) will be used as basis for the ranking and interview for the **Principal II** and **Head Teacher VI** positions.

3. DepEd Order No. 21, s.2024 will be used as basis for the ranking and interview for the **Master Teacher I**, **Teacher III** and **Teacher II** positions.

4. DepEd Order No. 7, s.2023 (enclosure no. 5) will be used as basis for the ranking and interview for the **Administrative Officer 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 **June 3, 2025:**

a. Letter of intent addressed to

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

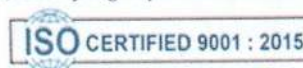
- Duly accomplished PDS(CS Form No. 212, revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- Photocopy of scholarship/academic records such as but not limited to Transcript of Records(TOR) and Diploma, including graduate and post-graduate units/degrees, if applicable;
- Photocopy of Certificate/s of Training, if applicable;



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- 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](mailto: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**  
 Schools Division Superintendent



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