



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

31 October 2024

DIVISION MEMORANDUM
NO. 470, Series 2024

ANNOUNCEMENT OF TEACHING- RELATED and NON-TEACHING VACANT
POSITIONS IN DEPED ZAMBOANGA SIBUGAY

To : **Asst. Schools Division Superintendent**
Chief of SGOD and CID
Division HRMPSB
All Education Supervisors/District Supervisors
All School Heads
All Administrative Officers
Interested Applicants
All Others Concerned
This Division



1. This is to announce vacancies in the Division of Zamboanga Sibugay for selected Related Teaching, School Administration and Non -Teaching positions. This Office strictly adheres to the Equal Employment Opportunity Principle, all qualified and interested applicants regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation are invited to submit documentary requirements of the positions.

Position Title/Item No.	Monthly Salary	Minimum Qualification Standards				Place of Assignment
		Education	Experience	Training	Eligibility	
Medical Officer III MDOF3-570005-2017	P 67,005.00	Doctor of Medicine	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	R.A. 1080 (Physician)	SGOD – Health and Nutrition
Dentist II DENT2-570089-2003	P 45,138.00	Doctor of Dental Medicine or Dental Surgery	1 year experience	4 hours of relevant training	R.A. 1080 (Dentist)	SGOD – Health and Nutrition
School Principal IV Elementary SP4-570002-2015	P 74,836.00	Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 years as Principal	40 hours of relevant training	RA1080 (Teacher)	Division of Zamboanga Sibugay - Elementary
School Principal III Secondary SP3-570026-2022	P 67,005.00	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA1080 (Teacher)	Division of Zamboanga Sibugay - Secondary
School Principal II Secondary SP2-570004-2013	P 60,157.00	Bachelor of Secondary Education or Bachelor's Degree with 18	1 year as Principal	40 hours of relevant training	RA1080 (Teacher)	Makilas NHS Laih Batu NHS San Antonio NHS



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facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)



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SP2-570025-2022 SP2-570022-2023		professional education units + 6 units of Management				
School Principal I Secondary SP1-570051-2014 SP1-570050-2014 SP1-570052-2014 SP1-570046-2014	P 53,873.00	Bachelor of Secondary Education or Bachelor's Degree with 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA1080 (Teacher)	San Fernandino NHS Palomoc NHS San Isidro NHS Del Monte NHS
School Principal I Elementary SP1-570034-2014 SP1-570039-2014 SP1-570040-2014 SP1-570141-2010 SP1-570144-2010 SP1-570158-2010 SP1-570162-2010 SP1-570170-2010 SP1-570195-2010 SP1-570204-2010 SP1-570380-2010 SP1-570382-2010 SP1-570386-2010 SP1-570393-2010 SP1-570402-2010 SP1-570403-2010 SP1-570404-2010 SP1-570530-2010 SP1-570633-2010 SP1-570650-2010 SP1-570653-2010 SP1-570655-2010 SP1-570656-2010 SP1-570658-2010 SP1-570660-2010 SP1-570765-2010 SP1-570770-2010 SP1-570777-2010 SP1-570791-2010 SP1-570794-2010 SP1-570875-2010 SP1-570876-2010 SP1-570880-2010 SP1-570881-2010 SP1-570882-2010 SP1-570884-2010 SP1-570381-2010 SP1-570389-2010 SP1-570392-2010 SP1-570395-2010 SP1-570398-2010 SP1-570635-2010	P 53,873.00	Bachelor of Elementary Education or Bachelor's Degree with 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours of relevant training	RA1080 (Teacher)	Division of Zamboanga Sibugay - Elementary
Assistant Principal II (SHS) ASP2-570048-2016 ASP2-570049-2016 ASP2-570051-2016	P 53,873.00	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080	Division of Zamboanga Sibugay - Senior High School (SHS)
Guidance Counselor II	P 30,705.00	Master's degree in Guidance and Counseling	1 year of relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)	Division Of Zamboanga Sibugay - Senior High School



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GUIDC2-570108-2016 GUIDC2-570111-2016 GUIDC2-570112-2016 GUIDC2-570113-2016 GUIDC2-570114-2016 GUIDC2-570115-2016 GUIDC2-570116-2016 GUIDC2-570117-2016 GUIDC2-570118-2016 GUIDC2-570119-2016 GUIDC2-570121-2016 GUIDC2-570122-2016 GUIDC2-570123-2016						
Guidance Counselor I GUIDC1-570006-2008 GUIDC1-570014-2011 GUIDC1-570007-2008 GUIDC1-570013-2008 GUIDC1-570013-2011 GUIDC1-570007-2009 GUIDC1-570014-2008 GUIDC1-570002-2003 GUIDC1-570008-2008 GUIDC1-570009-2008	P 28,512.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Alicia NHS Buug NHS Diplahan NHS Imelda NHS Ipil NHS Natan NHS Olutanga NHS Siay NHS Surabay NHS Titay NHS
Head Teacher III HTEACH3-570008-2021 HTEACH3-570001-2017	P 41,616.00	BSED or Bachelors Degree plus 18 professional units with appropriate field of specialization	HT for 2 years or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)	Diplahan NHS Alicia NHS
Head Teacher I HTEACH1-570018-2015	P 35,434.00	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 units professional	Teacher in Charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)	Surabay NHS (TLE)
Project Development Officer II (DRMM) PDO2-570056-2014	P 38,413.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position	SGOD – School Monitoring and Networking
Administrative Assistant III (Senior Bookkeeper) ADAS3-570021-2014 ADAS3-570021-2014	P 22,219.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) / First Level Eligibility	RT Lim District Siay District
Administrative Assistant II (Loan Verifier) ADAS2-570101-2018	P 20,534.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) / First Level Eligibility	Siay NHS

- All applicants shall register at the Division online system which is <https://bit.ly/3YQPrEf> where they must encode their personal details and select the School and District they want to be applied. Once submitted, a **Unique Applicant Number** will be issued. In the submission of application requirements, this Number must be indicated.
- To streamline the hiring process, all interested applicants are advised to submit the following documentary requirements to the **Designated Administrative Officer** and arranged as follows:



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- a. Letter of Intent addressed to the Schools Division Superintendent;
(Intent shall highlight the following information position which he or she intends to apply and preferred school)

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent
DepEd – Division of Zamboanga Sibugay

- b. Duly Accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2017) and Work Experience Sheet – 1 copy
- c. Photocopy of valid and updated PRC License/ID – 1 copy
- 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) and Diploma, including completion of graduate and post-graduate units/degrees
- f. Photocopy of Certificates/s of Training;
- g. Photocopy of Certificate of Employment or duly signed Updated Service Record, whichever is/are applicable– 1 copy
- h. Photocopy of latest appointment – 1 copy
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment
- 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 (Annex C). The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification.
- k. Other documents as may be required for comparative assessment:
- i. Photocopy of Performance Rating obtained from the relevant work experience, if performance ratine in Item (j) is not relevant to the position to be filled, if applicable.



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- ii. **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; if applicable.
Outstanding Accomplishment

a. Awards and Recognition MOVs:

Outstanding Employee Awards:

- Any issuance or Memorandum or document showing the Criteria for the Search; and
- Certificate of Recognition/Merit

Awards as Trainer/Coach:

- Any issuance or memorandum designating the applicant as trainer/coach; and
- Certificate of Recognition/Appreciation as Trainer/Coach of Winning Contestant/Event/Activity

b. Research and Innovation MOVs:

- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16 s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whole study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research.

c. Subject Matter Expert/Membership in National TWGs or Committees MOVs:

- Issuance/Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the Organization/DepEd

d. Resource Speakership / Learning Facilitation MOVs;

- Issuance/Memorandum/Invitation/Training Matrix
- Certificate of Recognition/Merit/Commendation/Appreciation
- Slide Deck/s used and/or Session guide/s

e. NEAP Accredited Learning Facilitators MOVs;

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office



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Application of Education

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the Utilization/Adoption signed by the Head of Office.

Application of Learning and Development (L&D)

- Certificate of Training on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- Accomplishment Report together with the General Certification that the L&D intervention was used/adopted by the Office at the local level;
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level

4. Deadline of submission to the District Office shall be on or before **November 13, 2024 (Wednesday) @ 5:00 in the afternoon. No application/additional documents shall no longer be accepted after the set deadline.** Applicants who failed to submit complete mandatory requirements (Items 3.a to 3j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.
5. Designated Administrative Officers shall make **initial evaluation** of the documents based on the qualification standards and documentary requirements and shall forward all application documents and **Initial Evaluation Results (IER) (Hard & Softy Copy)** to the Office of the Personnel Section through the Records Section on **November 15, 2024 (Friday) @ 5:00 in the afternoon.**
6. Qualified applicants shall be assessed based on the criteria set forth in in DepEd Order No. 7 s. 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education. The point system for evaluative assessment are as follows:



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Related Teaching	Criteria	Points (SG 11-15)
Guidance Counselor I (SG11) & II (SG 12)	Education	10
	Training	10
	Experience	10
	Performance	20
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	20
	TOTAL	100

School Administration	Criteria	Points
School Principal III (SG 21) School Principal II (SG20) School Principal I (SG19) Assistant School Principal II	Education	10
	Training	10
	Experience	10
	Performance	25
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	15
	TOTAL	100

Non Teaching Position	Criteria	Points	
Medical Officer III Dentist Administrative Assistant III Administrative Assistant II	Education	5	5
	Training	10	5
	Experience	15	20
	Performance	20	20
	Outstanding Accomplishments	10	10
	Application of Education	10	10
	Application of L&D	10	10
	Potential (Written Test, BEI, Sample Test)	20	20
	TOTAL	100	100

7. Below are the members of the Human Resource Merit Promotion and Selection Board (HRMPSB).

Chairman: MA. COLLEEN L. EMORICHA, *EdD, CESO VI, ASDS*
DR. OLIVER B. TALAOC, *Chief, SGOD*
EVELYN F. IMPORTANTE, *OIC – Chief – CID*
ALMA FRAULEIN M. GARCIA, *SEPS – HRD, President of Division NEU*
GRACE R. JUGNO, *Administrative Officer V (Admin)*
SALVADOR ARQUILITA, *President , Secondary School Head Association*
RENZ ROY A. RAMOS, *Administrative Officer IV (HRMO)*

Secretariat: PERSONNEL SECTION



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8. All interested applicants shall submit their pertinent documents in a **color – coded folder** with proper tabbing according to the sequence of the mandatory requirements enumerated above.
- Pink Folder for Medical Officer III, Dentist II and Guidance Counselor I & II
 - Red Folder for School Principal III & IV
 - Blue Folder for School Principal II
 - Yellow Folder for School Principal I
 - Orange Folder for Assistant Principal I
 - Violet for Head Teacher Positions
 - Green Folder for Administrative Assistant III
 - White Folder for Administrative Assistant II
9. Applicants in the previous ranking based shall register to the online portal and submit letter of intent for retention of their points or update points by submitting additional documents. No letter of intent and Unique Applicant Number, no inclusion in the CAR.
10. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the pool of applicants and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, assessment, and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).
11. Immediate and widest dissemination of this memorandum is highly enjoined.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For The Schools Division Superintendent

EVELYN F. IMPORTANTE
OIC - CID Chief

Encl: As Stated

References: DepEd Order No. 19 s. 2022
DepEd Order No. 7 s. 2023

To be indicated in the Perpetual Index under the following subjects:
EVALUATION SELECTION
RECRUITMENT HIRING

ZS-DM-OSDS-PER-2024-11-087-0
RRAR-202410312024

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
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) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
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			
k. Other documents as may be required for comparative assessment:			
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			
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			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath