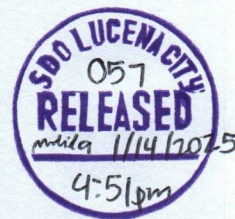




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



07 Jan 2025

**DIVISION MEMORANDUM**

No. 010, s. 2025

**ACCEPTANCE OF APPLICATION FOR THE VARIOUS NON-TEACHING,  
RELATED TEACHING, AND SCHOOL ADMINISTRATION POSITIONS**

**TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Unit Heads  
EPSs and PSDSs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the acceptance of applications for the vacant positions of Administrative Aide VI – Cash Unit, Administrative Officer II, Guidance Counselor II – SHS, Head Teacher II – JHS ESP Major, Assistant School Principal II – SHS, School Principal II – Elem, Medical Officer III and Education Program Supervisor – TLE or ESP.
2. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use the **DepEd Order No. 7 s. 2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” for the selection process of the vacant positions.
3. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or Indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
4. The CSC minimum qualification standards for the vacant positions are as follows:

**NON-TEACHING LEVEL I POSITION**

<b>POSITION:</b>	ADMINISTRATIVE AIDE VI – CASH UNIT (1 ITEM)
<b>SALARY GRADE:</b>	6
<b>ITEM NUMBER:</b>	OSEC-DECSB-ADA6-270237-2004



**Address:** Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ila. Iyam, Lucena City  
**Contact Nos.:** (042) 421-4161/421-4162/421-5137  
**Email Address:** lucena.city@depd.gov.ph  
**Website:** depdulucena.com



<b>EDUCATION:</b>	<b><i>CSC Prescribed Qualification:</i></b> Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course  <b><i>Preferred Qualification:</i></b> Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	Career Service Sub-professional (First Level Eligibility)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

#### **RELATED TEACHING POSITION**

<b>POSITION:</b>	GUIDANCE COUNSELOR II (SHS) (1 ITEM)
<b>SALARY GRADE:</b>	12
<b>ITEM NUMBER:</b>	OSEC-DECSB-GUIDC2-270241-2016
<b>EDUCATION:</b>	Master's degree in Guidance and Counseling
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	RA 1080 (Registered Guidance Counselor)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	EDUCATION PROGRAM SUPERVISOR (TLE or ESP Major) (1 ITEM)
<b>SALARY GRADE:</b>	22
<b>ITEM NUMBER:</b>	OSEC-DECSB-EPSVR-270184-2010
<b>EDUCATION:</b>	Master's degree in Education or other relevant Master's degree with specific area of specialization
<b>TRAINING:</b>	8 hours training in management and supervision
<b>EXPERIENCE:</b>	At least 2 years experience as Principal or Head Teacher or Master Teacher
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City



**NON-TEACHING LEVEL II POSITION**

<b>POSITION:</b>	ADMINISTRATIVE OFFICER II (1 ITEM)
<b>SALARY GRADE:</b>	11
<b>ITEM NUMBER:</b>	OSEC-DECSB-ADOF2-270581-2020
<b>EDUCATION:</b>	Bachelor's degree relevant to the job
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	Career Service Professional (Second Level Eligibility)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	MEDICAL OFFICER III (1 ITEM)
<b>SALARY GRADE:</b>	21
<b>ITEM NUMBER:</b>	OSEC-DECSB-MDOF3-270147-2010
<b>EDUCATION:</b>	Doctor of Medicine
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	RA 1080 (Physician)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

**SCHOOL ADMINISTRATION POSITIONS**

<b>POSITION:</b>	HEAD TEACHER II – JHS (ESP) (1 ITEM)
<b>SALARY GRADE:</b>	15
<b>ITEM NUMBER:</b>	OSEC-DECSB-HTEACH2-270007-2024
<b>EDUCATION:</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization
<b>TRAINING:</b>	24 hours of relevant training
<b>EXPERIENCE:</b>	HT for 1 year; or Teacher for 4 years
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	ASSISTANT SCHOOL PRINCIPAL II - SHS (1 ITEM)
<b>SALARY GRADE:</b>	19
<b>ITEM NUMBER:</b>	OSEC-DECSB-ASP2-270335-2016
<b>EDUCATION:</b>	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



<b>TRAINING:</b>	8 hours of relevant training
<b>EXPERIENCE:</b>	2 years of relevant experience
<b>ELIGIBILITY:</b>	RA 1080 (TEACHER), NQESH Passer
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	SCHOOL PRINCIPAL II - ELEMENTARY (2 ITEMS)
<b>SALARY GRADE:</b>	20
<b>ITEM NUMBERS:</b>	OSEC-DECSB-SP2-270541-2010 OSEC-DECSB-SP2-270543-2010
<b>EDUCATION:</b>	Bachelor's degree in Elementary Education <b>or</b> Bachelor's degree with 18 professional education units <b>plus</b> 6 units of Management
<b>TRAINING:</b>	40 hours of relevant training
<b>EXPERIENCE:</b>	1 year as Principal
<b>ELIGIBILITY:</b>	RA 1080 (TEACHER)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

5. All interested applicants are **required** to input their application details using the provided link below. Applicants who do not input their details **will not be** included in the pool of applicants.

Link: <https://tinyurl.com/JAN2025-SDOLUCENA-HIRING>



6. The cut-off score for the vacant positions are as follows:

Administrative Aide VI – Cash Unit	45 points
Administrative Officer II	50 points
Guidance Counselor II – SHS	50 points
Head Teacher II – JHS	55 points
Assistant School Principal II – SHS	60 points
School Principal II – Elementary	60 points
Medical Officer III	60 points
Education Program Supervisor (TLE or ESP Major)	65 points

7. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **January 24, 2025, Friday, 5:00 p.m. only.**
8. **ARRANGE AND USE TAB/DIVIDERS/LABEL FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS, TO WIT:**

**Mandatory Requirements**

- a. Letter of intent addressed to the Schools Division Superintendent:

**Susan DL. Oribiana**  
Schools Division Superintendent  
Division of Lucena City

- b. Duly accomplished and **notarized** Personal Data Sheet (PDS)



<b>TRAINING:</b>	8 hours of relevant training
<b>EXPERIENCE:</b>	2 years of relevant experience
<b>ELIGIBILITY:</b>	RA 1080 (TEACHER), NQESH Passer
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	SCHOOL PRINCIPAL II - ELEMENTARY (2 ITEMS)
<b>SALARY GRADE:</b>	20
<b>ITEM NUMBERS:</b>	OSEC-DECSB-SP2-270541-2010 OSEC-DECSB-SP2-270543-2010
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<b>TRAINING:</b>	40 hours of relevant training
<b>EXPERIENCE:</b>	1 year as Principal
<b>ELIGIBILITY:</b>	RA 1080 (TEACHER)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

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Division of Lucena City

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- (CS Form No. 212, Revised 2017) and Work Experience Sheet
- c. Photocopy of **authenticated** valid & updated PRC License/ID, if applicable
  - d. Photocopy of **authenticated** Certificate of Eligibility/ Report of Rating, if applicable
  - e. Photocopy of **authenticated** scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
  - f. Certification of bachelor degree's General Weighted Average (GWA)
  - g. Photocopy of Certificate/s of Training, if applicable
  - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
  - i. Photocopy of latest appointment, if applicable
  - j. Photocopy of duly signed and approved Performance Ratings/ IPCRF in the last rating period(s) covering one (1) year performance prior to the deadline of submission
  - k. 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.

**Additional Documentary Requirements**

- l. 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. *(check the references for the complete list of MOVs)*
  - m. Checklist of Requirements and Omnibus Certification/ Waiver *(see the link provided below)*
  - n. Other documents as may be required *(see DepEd Order No.7 s.2023)*
9. Applicants for Administrative Officer II and Guidance Counselor II **must** submit a certification of their General Weighted Average (GWA).
  10. Application documents or any additional documents submitted after the due date **will no longer be accepted nor entertained.**
  11. Applicants who failed to submit **COMPLETE MANDATORY DOCUMENTS/ REQUIREMENTS** indicated above shall not be included in the pool of official applicants. *(DepEd Order No. 7 s. 2023 Article V, item no. 21)*
  12. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly **signed** and **notarized**. Any false and fraudulent document submitted shall be ground for disqualification.
  13. Applicants may refer to the link and QR code below for the Checklist of Requirements and Omnibus certification and duties and responsibilities.

Link: <https://tinyurl.com/SDOLucenaJan2025HiringForms>


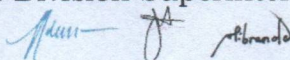




14. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
January 14 – January 24, 2025	Submission of application documents	Records Unit Personnel Unit
January 27-31, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO/ Secretariat
TBA (To be advised)	Conduct initial evaluation of documents based on the qualification standards	HRMPSB
TBA (To be advised)	Schedule of Open Ranking	HRMPSB Applicants

15. Immediate dissemination of this Memorandum is desired.

  
**SUSAN DL. ORIBIANA**  
 Schools Division Superintendent  


Reference: **DepEd Order No. 7 s. 2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

OSDS/PER / EDK /  
003 / 01/07/2025

DM - ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS OF ADMINISTRATIVE AIDE VI – CASH UNIT, ADMINISTRATIVE OFFICER II, GUIDANCE COUNSELOR II – SENIOR HIGH SCHOOL (SHS), HEAD TEACHER II – JUNIOR HIGH SCHOOL (JHS) ESP MAJOR, ASSISTANT SCHOOL PRINCIPAL II – SHS, SCHOOL PRINCIPAL II – ELEMENTARY, MEDICAL OFFICER III AND EDUCATION PROGRAM SUPERVISOR – TLE OR ESP