



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



25 Jun 2025

DIVISION MEMORANDUM
No. 239, s. 2025

ACCEPTANCE OF APPLICATION FOR THE VARIOUS VACANT POSITIONS

- TO:** 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 Administrative Aide VI - Cash Unit, Administrative Officer II - Elementary, Guidance Counselor I - JHS, Head Teacher III - Elementary, School Principal I - Elementary, Education Program Supervisor - ESP and Chief Education Supervisor - Curriculum Implementation Division.
 2. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use the **DepEd Order No. 007 s. 2023** - "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", **DepEd Order No. 21 s. 2024** - "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment and **DepEd Order No. 19 s. 2025** - "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV and School Principal I-IV Positions, and the Qualification Standards for newly created Teacher IV-VII and Master Teacher V Positions" 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

POSITION:	ADMINISTRATIVE AIDE VI - CASH UNIT (1 ITEM)
SALARY GRADE:	6
ITEM NUMBER:	OSEC-DECSB-ADA6-270236-2004



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

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

NON-TEACHING LEVEL II POSITION

POSITION:	ADMINISTRATIVE OFFICER II - ELEMENTARY (1 ITEM)
SALARY GRADE:	11
ITEM NUMBER:	OSEC-DECSB-ADOF2-270582-2020
EDUCATION:	Bachelor's degree relevant to the job
TRAINING:	None Required
EXPERIENCE:	None Required
ELIGIBILITY:	Career Service Professional (Second Level Eligibility)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

RELATED TEACHING POSITION

POSITION:	GUIDANCE COUNSELOR I (JHS) (1 ITEM)
SALARY GRADE:	11
ITEM NUMBER:	OSEC-DECSB-GUIDC1-270938-2010
EDUCATION:	Master's degree in Guidance and Counseling
TRAINING:	None Required
EXPERIENCE:	None Required
ELIGIBILITY:	RA 1080 (Registered Guidance Counselor)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

SCHOOL ADMINISTRATION POSITION

POSITION:	HEAD TEACHER III - ELEMENTARY (1 ITEM)
SALARY GRADE:	16
ITEM NUMBER:	OSEC-DECSB-HTEACH3-270007-2016

EDUCATION:	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
TRAINING:	24 hours relevant training
EXPERIENCE:	HT for 2 years; or TIC for 2 years; or Teacher for 5 years
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

POSITION:	SCHOOL PRINCIPAL I (1 ITEM)
SALARY GRADE:	19
ITEM NUMBER:	OSEC-DECSB-SP1-271374-2010
EDUCATION:	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units Management
TRAINING:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
EXPERIENCE:	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

RELATED TEACHING POSITION

POSITION:	CHIEF EDUCATION SUPERVISOR (Curriculum Implementation Division) (1 ITEM)
SALARY GRADE:	24
ITEM NUMBER:	OSEC-DECSB-CES-270044-2015
EDUCATION:	Master's degree in Education or other relevant Master's degree
TRAINING:	24 hours training in management and supervision
EXPERIENCE:	<p>CSC Qualification Standards: 4 years relevant experience in management and supervision</p> <p>Preferred Qualification Standards:</p>

	Experience in the public school system preferred
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

POSITION:	EDUCATION PROGRAM SUPERVISOR (ESP Major) (1 ITEM)
SALARY GRADE:	22
ITEM NUMBER:	OSEC-DECSB-EPSVR-270179-2010
EDUCATION:	Master's degree in Education or other relevant Master's degree with specific area of specialization
TRAINING:	8 hours of relevant training
EXPERIENCE:	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
ELIGIBILITY:	RA 1080 (Teacher)
PLACE OF ASSIGNMENT:	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/SDOLucena2025Hiring-014>

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 I - JHS	50 points
Head Teacher III	55 points
School Principal I	60 points
Education Program Supervisor	60 points
Chief Education Supervisor	70 points

6. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **July 7, 2025, 5:00 p.m. only**.
7. **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) (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. **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 duly signed and approved Performance Ratings/ IPCRF in the last rating period(s) covering one (1) year performance prior to the deadline of submission
- j. 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

- k. 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)*
 - l. Checklist of Requirements and Omnibus Certification/ Waiver *(see the link provided below)*
 - m. Other documents as may be required *(see DepEd Order No. 7 s.2023 and DepEd Order No. 21 s.2024)*
8. Application documents or any additional documents submitted after the due date **will no longer be accepted nor entertained.**
 9. Applicants for Administrative Aide VI and Administrative Officer II must submit a certification of their **General Weighted Average (GWA).**
 10. 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)*
 11. 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**. Any false and fraudulent document submitted shall be ground for disqualification.
 12. 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/SDOLucenaHiringForms2025-014>



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

DATE	ACTIVITIES	PERSONNEL INVOLVED
June 25 – July 7, 2025	Submission of application documents	Records Unit Personnel Unit
July 8-11, 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

14. Immediate dissemination of this Memorandum is desired.


SUSAN D. ORIBIANA
Schools Division Superintendent

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

DepEd Order No. 21 s. 2024 – “Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)”

DepEd Order No. 19 s. 2025 - “Amended Qualification Standards for Teacher I-III, Master Teacher I-IV and School Principal I-IV Positions, and the Qualification Standards for newly created Teacher IV-VII and Master Teacher V Positions

OSDS/PER / MCEEQ / DM - ACCEPTANCE OF APPLICATION FOR THE VARIOUS VACANT POSITIONS
051 / 06/25/2025



Republic of the Philippines
Department of Education

MAR 22 2023

DepEd ORDER
No. **007**, s. 2023

**GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT
IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Recruitment, Selection, and Appointment in the Department of Education (Enclosure 1)** which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan. The issuance of the specific guidelines is necessary to ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.
2. This policy shall guide personnel and stakeholders toward a systematic and competency-based process the recruitment, selection, and appointment of personnel to positions in the First and Second levels, including Second level executive/managerial positions, in the Central Office (CO), regional offices (ROs), schools division offices (SDOs), and schools.
3. In support of the basic principles, and general policies, enclosed in this Order are the specific guidelines, procedures, and criteria, as follows:
 - a. **Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions (Enclosure 2);**
 - b. **Criteria and Point System for Hiring and Promotion to School Administration (SA) Positions (Enclosure 3);**
 - c. **Criteria and Point System for Hiring and Promotion to Related-Teaching (RT) Positions (Enclosure 4);**
 - d. **Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions (Enclosure 5); and**
 - e. **Annexes A-P** (as indicated in the enclosures)
4. All Orders, rules and regulations, and other related issuances, to include but not limited to the following, and/or provisions therein, which are inconsistent with this Order and its provisions, are repealed, rescinded, or amended accordingly:





Republic of the Philippines
Department of Education

DEC 23 2024

DepEd ORDER
No. 021, s. 2024

AMENDMENTS TO DEPED ORDER NO. 007, S. 2023
(Guidelines on the Recruitment, Selection, and Appointment
in the Department of Education)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Committed to ensure timely and efficient filling-up of vacant positions, the Department of Education (DepEd) issues the **Amendments to DepEd Order (DO) No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)**.

2. It is the policy of the Department to ensure that all vacant positions be filled without delay. These guidelines shall further facilitate the hiring process in DepEd in accordance with the existing laws, Civil Service Commission (CSC) rules and regulations, the Agency Merit Selection Plan (MSP) pursuant to DO 019, s. 2022, and other issuances governing the recruitment, selection, and appointment in the Department.

3. It shall be reiterated that DO 007, s. 2023 governs the guidelines, procedures, and criteria in the recruitment, selection, and appointment of personnel in the following positions:

- a. Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS) levels, including Alternative Learning System (ALS);
- b. School Administration (SA) positions;
- c. Related-Teaching (RT) positions; and
- d. Nonteaching (NT) positions.

4. Further, DO 007, s. 2023 excludes the process and criteria for selection and promotion to the following positions:

- a. Higher teaching positions in the Kindergarten, Elementary, JHS, and SHS, namely:
 - i. Teacher II, III, IV, V, VI, and VII;
 - ii. Master Teacher I, II, III, IV, and V;



Republic of the Philippines
Department of Education

JUN 24 2025

DepEd ORDER
No. 019, s. 2025

**AMENDED QUALIFICATION STANDARDS FOR TEACHER I-III, MASTER TEACHER I-IV,
AND SCHOOL PRINCIPAL I-IV POSITIONS, AND THE QUALIFICATION STANDARDS
FOR NEWLY CREATED TEACHER IV-VII AND MASTER TEACHER V POSITIONS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Consistent with the principle of competency-based human resource systems upheld by the Civil Service Commission (CSC) and the Department of Education (DepEd) through its Agency Merit Selection Plan (MSP) and in view of the implementation of Executive Order (EO) No. 174, s. 2022, on Establishing the Expanded Career Progression System for Public School Teachers, DepEd, through the Bureau of Human Resource and Organizational Development, in coordination with the CSC, has reviewed the Qualification Standards (QS) for DepEd teaching and school principal positions.
2. The Department, through this Order, formally adopts CSC Resolution No. 2500471 dated May 28, 2025, which approved the revised QS for Teacher I to Teacher III, Master Teacher I to Master Teacher IV, and School Principal I to School Principal IV positions, as well as the QS for Teacher IV to Teacher VII and Master Teacher V positions created by virtue of EO No. 174, s. 2022.
3. This shall cover all school principals and teaching positions within the public basic education sector, both elementary and secondary levels (junior and senior high school), except Special Science Teacher (SST) and Special Needs Education Teacher (SNET) positions. All appointments to covered positions shall be governed by the DepEd Merit Selection Plan (MSP), along with subsequent guidelines on Recruitment, Selection, and Appointment (RSA), and applicable Civil Service rules. The existing QS for SST and SNET positions shall remain in effect unless otherwise modified or amended through subsequent issuances.
4. Effective immediately upon the issuance of this Order, all appointments, including promotion and reclassification of positions, shall strictly adhere to the amended and newly created QS. Vacant positions that were published or posted before the effectivity of this Order shall be processed under the QS in force at the time of their publication or posting.