



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



10 Mar 2025

**DIVISION MEMORANDUM**

No. 105, s. 2025

**ACCEPTANCE OF APPLICATION FOR THE VARIOUS VACANT POSITIONS**

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

1. This Office announces the acceptance of applications for the Administrative Aide I – Utility, Administrative Assistant III – Personnel Unit, Guidance Counselor I – JHS, Guidance Counselor II – SHS, School Principal I – Elem, School Principal II – Elem, and Education Program Supervisor – TLE or ESP.
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” and **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) 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 I – UTILITY (1 ITEM)
<b>SALARY GRADE:</b>	1
<b>ITEM NUMBER:</b>	OSEC-DECSB-ADA1-270489-2004
<b>EDUCATION:</b>	Must be able to read and write
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	None Required
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	ADMINISTRATIVE ASSISTANT III – PERSONNEL UNIT (1 ITEM)
<b>SALARY GRADE:</b>	9
<b>ITEM NUMBER:</b>	OSEC-DECSB-ADAS3-270197-2018
<b>EDUCATION:</b>	Completion of two years in college
<b>TRAINING:</b>	4 hours relevant training
<b>EXPERIENCE:</b>	<b>CSC Qualification Standards:</b> 1 year relevant experience  <b>Preferred Qualification Standards:</b> With at least 1 year HR Relevant experience
<b>ELIGIBILITY:</b>	Career Service Professional (First Level Eligibility)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

**RELATED TEACHING POSITION**

<b>POSITION:</b>	GUIDANCE COUNSELOR I (JHS) (1 ITEM)
<b>SALARY GRADE:</b>	11
<b>ITEM NUMBER:</b>	OSEC-DECSB-GUIDC1-270938-2010
<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>	GUIDANCE COUNSELOR II (SHS) (1 ITEM)
<b>SALARY GRADE:</b>	12
<b>ITEM NUMBER:</b>	OSEC-DECSB-GUIDC2-270240-2016
<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) <i>(1 ITEM)</i>
<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 of relevant training
<b>EXPERIENCE:</b>	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

### **SCHOOL ADMINISTRATION POSITIONS**

<b>POSITION:</b>	SCHOOL PRINCIPAL I - ELEMENTARY <i>(2 ITEMS)</i>
<b>SALARY GRADE:</b>	19
<b>ITEM NUMBER:</b>	OSEC-DECSB-SP1-271384-2010 OSEC-DECSB-SP1-271387-2010
<b>EDUCATION:</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units
<b>TRAINING:</b>	40 hours of relevant training
<b>EXPERIENCE:</b>	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.
<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 <i>(1 ITEM)</i>
<b>SALARY GRADE:</b>	20
<b>ITEM NUMBERS:</b>	OSEC-DECSB-SP2-270024-2022
<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/SDOLucena2025Hiring-007>



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

Administrative Aide I – Utility	25 points
Administrative Assistant III- Personnel Unit	45 points
Guidance Counselor I – JHS	50 points
Guidance Counselor II – SHS	50 points
School Principal I – Elementary	60 points
School Principal II – Elementary	60 points
Education Program Supervisor (TLE or ESP Major)	65 points

6. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **March 21, 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 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)*
  10. 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.
  11. Applicants may refer to the link and QR code below for the Checklist of Requirements and Omnibus certification and duties and responsibilities.


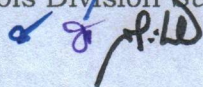
Link <https://tinyurl.com/SDOLucenaHiringForms2025-007>



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

DATE	ACTIVITIES	PERSONNEL INVOLVED
March 11 – March 21, 2025	Submission of application documents	Records Unit Personnel Unit
March 24-27, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO Secretariat
TBA <i>(To be advised)</i>	Conduct initial evaluation of documents based on the qualification standards	HRMPSB
TBA <i>(To be advised)</i>	Schedule of Open Ranking	HRMPSB Applicants

13.Immediate dissemination of this Memorandum is desired.

  
**SUSAN D.L. 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)

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