



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



20 Jun 2025

**DIVISION MEMORANDUM**

No. 227, s. 2025

**ACCEPTANCE OF APPLICATION FOR VARIOUS TEACHING POSITIONS**

**TO:** Assistant 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 Master Teacher I (Elementary), Special Education Teacher I, Teacher III (SHS) and Teacher II (SHS).
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. 20 s. 2024** - "Guidelines on Recruitment, Selection, and Appointment to Higher 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:

**HIGHER TEACHING POSITION**

<b>POSITION:</b>	MASTER TEACHER I (Elementary) (4 Items)
<b>SALARY GRADE:</b>	18
<b>ITEM NUMBER:</b>	OSEC-DECSB-MTCHR1-241952-1998 OSEC-DECSB-MTCHR1-241977-1998 OSEC-DECSB-MTCHR1-270066-2015 OSEC-DECSB-MTCHR1-270398-2020
<b>EDUCATION:</b>	Bachelor of Elementary Education (BEED) or Bachelor's Degree Plus 18 Professional Units in Education; <b>and</b> 18 Units for Master's Degree in Education or its Equivalent

<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	3 Years Relevant Experience
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	SPECIAL EDUCATION TEACHER I (1 Item)
<b>SALARY GRADE:</b>	14
<b>ITEM NUMBER:</b>	OSEC-DECSB-SPET1-270064-2023
<b>EDUCATION:</b>	Bachelor's degree in Education with specialization in Special Education
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	TEACHER III (Senior High School – ICT) (1 Item)
<b>SALARY GRADE:</b>	13
<b>ITEM NUMBER:</b>	OSEC-DECSB-TCH3-270854-2016
<b>EDUCATION:</b>	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization
<b>TRAINING:</b>	At least NC II + TMC I
<b>EXPERIENCE:</b>	1 year of relevant teaching or 1 year of industry work experience
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	TEACHER III (Senior High School – Sports) (1 Item)
<b>SALARY GRADE:</b>	13
<b>ITEM NUMBER:</b>	OSEC-DECSB-TCH3-270864-2016
<b>EDUCATION:</b>	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus 18 units of specialization in fields under the track
<b>TRAINING:</b>	4 hours of training relevant to the courses in the strand
<b>EXPERIENCE:</b>	2 years of relevant teaching/industry work experience
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	TEACHER II (Senior High School – Social Science) (1 Item)
<b>SALARY GRADE:</b>	12
<b>ITEM NUMBER:</b>	OSEC-DECSB-TCH2-271624-2016
<b>EDUCATION:</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<b>ELIGIBILITY:</b>	RA 1080 (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

<b>POSITION:</b>	TEACHER II (Senior High School – English) (1 Item)
<b>SALARY GRADE:</b>	12
<b>ITEM NUMBER:</b>	OSEC-DECSB-TCH2-271251-2017
<b>EDUCATION:</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject
<b>TRAINING:</b>	None Required
<b>EXPERIENCE:</b>	None Required
<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-013>

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

Master Teacher I (Elementary)	60 points
Special Education Teacher I	50 points
Teacher III (SHS)	50 points
Teacher II (SHS)	50 points



6. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **June 30, 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 Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- c. **Photocopy** of Voter's ID and/or any proof of residency;
- d. **Photocopy** of authenticated valid & updated PRC License/ID, if applicable
- e. **Photocopy** of authenticated Certificate of Board Rating, if applicable
- f. **Photocopy** of authenticated scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- g. **Photocopy** of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. **Photocopy** of latest appointment (for those applying for promotion);
- i. **Photocopy** of Certificate/s of relevant specialized trainings or Professional development programs, if any;
- j. **Photocopy** of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. **Photocopy** of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 order of DO 20 s, 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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)
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
8. Application documents and any additional submissions received **after the deadline will not be accepted or considered**. Furthermore, applicants who submit **original copies of the required documents will not be accepted**.
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. 20 s. 2024 Article V, item no. 19*)
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**. 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/SDOLucenaHiringForms2025-013>



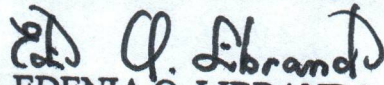
12. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
June 20 - June 30, 2025	Submission of application documents	Records Unit Personnel Unit
July 1-4, 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

13. Immediate dissemination of this Memorandum is desired.

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

**For the Schools Division Superintendent**

  
**EDENIA O. LIBRANDA**  
Assistant Schools Division Superintendent

Date: 06/19/2024

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

**DepEd Order No. 20 s. 2024** - “Guidelines on Recruitment, Selection, and Appointment to Higher Positions”.