



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



28 Jul 2025

**DIVISION MEMORANDUM**

No. 277, 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 Project Development Officer I, School Principal II – Elementary and Special Education Teacher I.
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 in the Department of Education, **DepEd Order No. 20 s. 2024** - "Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions" 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 II POSITION**

<b>POSITION:</b>	PROJECT DEVELOPMENT OFFICER I (2 ITEMS)
<b>SALARY GRADE:</b>	11
<b>ITEM NUMBER:</b>	OSEC-DECSB-PDO1-270157-2023 OSEC-DECSB-PDO1-270160-2023



<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

#### **SCHOOL ADMINISTRATION POSITION**

<b>POSITION:</b>	SCHOOL PRINCIPAL II (1 ITEM)
<b>SALARY GRADE:</b>	20
<b>ITEM NUMBER:</b>	OSEC-DECSB-SP2-270008-2022
<b>EDUCATION:</b>	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management
<b>TRAINING:</b>	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired with the last 5 years
<b>EXPERIENCE:</b>	5 years teaching experience and 2 years experience in school management and operations
<b>ELIGIBILITY:</b>	RA 1080, as amended (Teacher)
<b>PLACE OF ASSIGNMENT:</b>	DEPED- Division of Lucena City

#### **TEACHING POSITION**

<b>POSITION:</b>	SPECIAL EDUCATION TEACHER I (1 Item)
<b>SALARY GRADE:</b>	14
<b>ITEM NUMBER:</b>	OSEC-DECSB-SPET1-4-2023
<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

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

Project Development Officer I	50 points
School Principal II	60 points
Special Education Teacher I	50 points



5. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **August 8, 2025, 5:00 p.m. only.**
6. **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 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 Eligibility/ Report of 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
- 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 certificate/s of relevant specialized trainings or professional development programs, if any;
- k. **For higher teaching position:** **Photocopy** of the required Performance Ratings with **at least Very Satisfactory** rating (Note: The applicant shall submit at most (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position).
- l. **For non-teaching and school administration positions:** **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
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item "l" is not relevant to the position to be filled.
- n. **For higher teaching position:** 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.

**Additional Documentary Requirements**

- o. 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)*
- p. Checklist of Requirements and Omnibus Certification/ Waiver *(see the link provided below)*



- q. Other documents as may be required (see DepEd Order No.7 s.2023, DepEd Order No. 21 s.2024 and DepEd Order No. 20 s.2024)
7. Application documents or any additional documents submitted after the due date **will no longer be accepted nor entertained.**
  8. Applicants for Project Development Officer I must submit a certification of their **General Weighted Average (GWA).**
  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**. 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/SDOLucenaHiringForms2025-015>



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

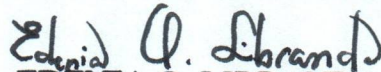
DATE	ACTIVITIES	PERSONNEL INVOLVED
July 29 – August 8, 2025	Submission of application documents	Records Unit Personnel Unit
August 11 - 13, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO Secretariat
TBA (To be advised)	Conduct initial evaluation of documents based 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: 07/28/2025

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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