



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 20, 2025

**DIVISION MEMORANDUM**  
NO. 379 s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR TEACHER III (elem & JHS), MEDICAL OFFICER III, GUIDANCE COUNSELOR II AND GUIDANCE COUNSELOR I**

To: Asst. Schools Division Superintendent  
Chief, CID  
Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principal/TIC  
All Others Concerned  
This Division

1. Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **Requirements:**

Vacant Position : **TEACHER III (ELEM)**  
Item Number : OSEC-DECSB- TCH3-573046-1998  
Salary Grade : 13  
Education Requirements: BEED or Bachelor's degree plus 18 professional units in Education  
Eligibility : PBET/LET/RA 1080 Teacher  
Experience : 2 years relevant experience  
Training Requirements : None required

Vacant Position : **TEACHER III (JHS)**  
Item Number : OSEC-DECSB- TCH3-570241-2013  
Salary Grade : 13  
Education Requirements: BSED  
Eligibility : PBET/LET/RA 1080 Teacher  
Experience : 2 years relevant experience  
Training Requirements : None required

**JOB DESCRIPTION:**

- Responsible for preparing lesson plans and educating students at all levels. The duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.

Vacant Position : **MEDICAL OFFICER III**  
Item Number : OSEC-DECSB- MDOF3-570002-2017  
Salary Grade : 21  
Education Requirements : Doctor of Medicine  
Eligibility : RA 1080 Teacher



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Experience : 1 year relevant experience  
Training Requirements : 4 hours relevant training

**JOB DESCRIPTION:**

- 1. To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health

Vacant Position : **GUIDANCE COUNSELOR II**  
Item Number : OSEC-DECSB-GUIDC2-570014-2016  
OSEC-DECSB-GUIDC2-570015-2016  
OSEC-DECSB-GUIDC2-570016-2016  
OSEC-DECSB-GUIDC2-570017-2016  
Salary Grade : 12  
Education Requirements: Master's degree in Guidance and Counseling  
Eligibility : RA 1080 (Guidance Counselor)  
Experience : None Required  
Training Requirements : None Required

**JOB DESCRIPTION:**

1. Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

Vacant Position : **GUIDANCE COUNSELOR I**  
Item Number : OSEC-DECSB-GUIDC1-570007-2011  
OSEC-DECSB-GUIDC1-570035-2008  
Salary Grade : 11  
Education Requirements: Master's degree in Guidance and Counseling  
Eligibility : RA 1080 (Guidance Counselor)  
Experience : None Required  
Training Requirements : None Required

**JOB DESCRIPTION:**

1. Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **JULY 3, 2025, 5:00 PM.**





Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

- a. Letter of intent (addressed to the Schools Division Superintendent)
- b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- 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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- j. 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements> )
- k. Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment.

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.

**3. Applicants are expected to:**

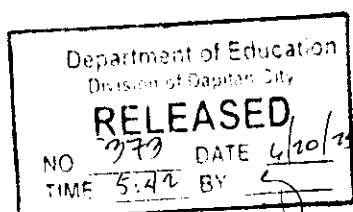
- **Bring all original documents for verification purposes.**
- **Submit one set of documents for every position he/she is applying for.**

4. For applicants who opt to send their application through email, you may send your application to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com), in a PDF file using this sample format: **DELACRUZ, JUAN\_AOII**.

5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for non-teaching & teaching related** positions and to **DepEd Order No. 20, s, 2024 for higher teaching** positions.

6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.



**JAY S. MONTEALTO, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

[dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)

[www.depeddapitancity.net](http://www.depeddapitancity.net) [fb.com/DepEdDapitanCity](https://fb.com/DepEdDapitanCity)

