



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

Office of the Schools Division Superintendent

July 24, 2025

DIVISION MEMORANDUM

NO. 493 s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR
SPECIAL EDUCATION TEACHER 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 : **SPECIAL EDUCATION TEACHER I**
Item Number : SPET1-571164-2014
Salary Grade : 14
Education Requirements: Bachelor's degree in Education with specialization
in Special Education
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Non Required
Training Requirements : Non Required

JOB DESCRIPTION:

Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs.

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 **AUGUST 07, 2025, 5:00 PM.**

1. Letter of intent (addressed to the Schools Division Superintendent)
- m. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212,



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

- o. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- p. 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
- q. Photocopy of Certificate/s of Training, if applicable
- r. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- s. Photocopy of latest appointment, if applicable
- t. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- u. 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>)
- v. 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 into a single PDF file to ensure efficiency and ease of processing.

Key Requirements:

- **One PDF File:** All necessary documents (e.g., cover letter, PDS, TOR, certificates, etc.) must be consolidated into one comprehensive PDF document.
- **Clear Naming Convention:** Please name your PDF file using a clear and identifiable format, such as: [fullname_position] (e.g.,: **DELACRUZ, JUAN_AOII**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].

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

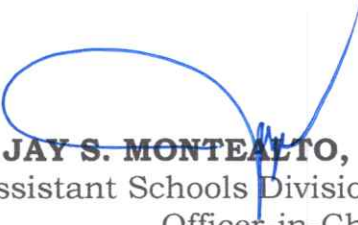
6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/spet1reg>, print out the registration form and checklist and



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

Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.

For information and dissemination.


JAY S. MONTEALTO, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Department of Education	
Division of Dapitan City	
RELEASED	
NO <u>493</u>	DATE <u>7/26/25</u>
TIME <u>2:51</u>	BY <u>[Signature]</u>