



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

February 1, 2023

DIVISION MEMORANDUM  
OSDS NO.: 18 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED POSITIONS**

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All Others Concerned

1. This is to announce the existence of a vacancy in this division:

- 1.1. **One (1) School Principal I (OSEC-DECSB-SP1-840453-2010)**, Salary Grade 19, with annual compensation of Six Hundred Sixteen Thousand Two Hundred Eighty-Four Pesos Only (Php 616,284.00).

**Qualification Standards for School Principal I:**

Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units  
Experience: 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.  
Training: 40 hours of relevant training;  
Eligibility: PBET/LET/Teacher R.A. 1080

- 1.2. **One (1) Head Teacher I (OSEC-DECSB-HTEACH1-840121-2011)**, Salary Grade 14, with annual compensation of Four Hundred Six Thousand One Hundred Sixteen Pesos Only (Php 406,116.00).

**Qualification Standards for Head Teacher I:**

Education: Bachelor's degree in Elementary Education and 12 units for a Master's degree in Education or its equivalent;  
Experience: 1 year as TIC or 3 years teaching experience;  
Training: 40 hours of relevant training;  
Eligibility: PBET/LET/Teacher R.A. 1080

2. The positions are open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affirmation.
3. Aspirants to the above position are requested to submit their pertinent papers for promotion/appointment to wit:  
3.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



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- 3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
  - 3.3 Photocopy of valid and updated PRC License/ID, if applicable
  - 3.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
  - 3.5 Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
  - 3.6 Photocopy of Certificate/s of Training, if applicable
  - 3.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
  - 3.8 Photocopy of latest appointment, if applicable
  - 3.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
  - 3.10 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled
  - 3.11 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
  - 3.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C)
  - 3.13 Other documents as may be required
4. The deadline for submission of pertinent papers to this Office, is on **February 23, 2023**. No pertinent documents shall be accepted after the said date.
  5. For immediate and widest dissemination.

**MIGUEL P. FILLALAN JR., CESO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: D.O. 39, s. 2007  
Allotment:

To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENTS POSITIONS

VACANCIES

ZBP/OSDS/DM - ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED POSITIONS/February 1, 2023



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