



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

February 1, 2023

DIVISION MEMORANDUM
OSDS NO.: 20 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 III (OSEC-DECSB-SP3-840034-2021)**, Salary Grade 21, with annual compensation of Seven Hundred Sixty-Seven Thousand Nine Hundred Sixty-Four Pesos Only (Php 767,964.00).

Qualification Standards for School Principal III:

Education: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management;
Experience: 2 (Two) years as Principal II
Training: 40 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 1080;

- 1.2. **One (1) School Principal II (Item to be vacated as a result of promotion to Principal III)**, Salary Grade 20, with annual compensation of Six Hundred Eighty-Eight Thousand One Hundred Sixty-Four Pesos Only (Php 688,164.00).

Qualification Standards for School Principal II:

Education: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management;
Experience: 1 (One) year as Principal
Training: 40 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 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
3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable



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



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

-
- 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

POSITIONS	QUALIFICATIONS	VACANCIES
------------------	-----------------------	------------------

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



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