



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

April 17, 2023

DIVISION MEMORANDUM  
OSDS NO. 54 s. 2023

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

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned  
This Division

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

**1.1. One (1) School Principal II (OSEC-DECSB-SP2-840033-2021)**, 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
- 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



**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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- 3.7 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 **May 8, 2023**, in hard and soft copies. Scanned documents will be sent through this email address [tacurong.hrmo@deped.gov.ph](mailto:tacurong.hrmo@deped.gov.ph). No pertinent documents shall be accepted after the said date.
5. For immediate and widest dissemination.

  
**ELDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: DepEd Order No. 007, s. 2023  
Allotment:  
To be reflected in the *Perpetual Index* under the following subjects:

**ANNOUNCEMENT                      TEACHING-RELATED POSITIONS                      VACANCIES**

GPO/OSDS/HR-Admin/ DM- ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED POSITION/ April 17, 2023



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