



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

May 25, 2023

DIVISION MEMORANDUM  
OSDS NO.: 65 s. 2023

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

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 vacancies in this division:

Position	Salary Grade	No. of item(s)	Cluster/ where the vacancy/ies exist
<b>Assistant School Principal (SHS)</b> (OSEC-DECSB-ASP2-840059-2016)	SG 19 (Php 51,357.00)	1	Senior High-Division wide
<b>Teacher III</b> (OSEC-DECSB-TCH3-755597-1998)	SG 13 (Php 31,320.00)	1	West Cluster
<b>Teacher III</b> (OSEC-DECSB-TCH3-840027-2008) (OSEC-DECSB-TCH3-755588-1998)	SG 13 (Php 31,320.00)	2	Central Cluster
<b>Teacher III</b> (OSEC-DECSB-TCH3-840019-2012) (OSEC-DECSB-TCH3-840029-2009)	SG 13 (Php 31,320.00)	2	South Cluster
<b>Teacher II</b> <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	1 2 2	West Cluster Central Cluster South Cluster

**Qualification Standards for Assistant School Principal II:**

Education: Bachelor's degree in Education; or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units professional education;  
Experience: 2 (Two) years of relevant experience  
Training: 8 hours of relevant training;  
Eligibility: PBET/LET/Teacher RA 1080;



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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**Qualification Standards for Teacher III:**

Education: Bachelor's degree in Elementary Education; or its equivalent  
Experience: 2 (Two) years of relevant experience  
Training: None Required;  
Eligibility: PBET/LET/Teacher RA 1080;

**Qualification Standards for Teacher II:**

Education: Bachelor's degree in Elementary Education; or its equivalent  
Experience: 1 (One) year of relevant experience  
Training: None Required;  
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
  - 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 three (3) 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



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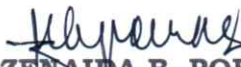
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4. The deadline for submission of pertinent papers to this Office, is on **June 16, 2023**, in hard and soft copies. Scanned documents will be sent through this email address [tacurong.hrmo@deped.gov.ph](mailto:tacurong.hrmo@deped.gov.ph). No pertinent documents shall be accepted after the said date.
5. For immediate and widest dissemination.

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

For and in the Absence of the  
Schools Division Superintendent

  
**ZENAIDA B. PORRAS**  
Administrative Officer V

Enclosure: None

Reference/s: D.O. 66, s.2007; D.O. 07, s. 2023

Allotment:

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

*POSITIONS      QUALIFICATIONS      VACANCIES*

*Gpo/ Admin-HR/ OSDS/ SDO Tacurong/ DM-Announcement of Vacancies for Teaching & Teaching-Related Positions*



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