



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

June 15, 2023

DIVISION MEMORANDUM
OSDS NO.: 76 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
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
Education Program Supervisor I (OSEC-DECSB-EPSVR-840001-2022) <i>***Preferably competent and well-versed on ICT-enabled systems aligned with School Governance Operations Division</i>	SG 22 (Php 71,511.00)	1	Division Office (SGOD)
School Principal I (Elementary) (OSEC-DECSB-SP1-840467-2010)	SG 19 (Php 51,357.00)	1	SDO Tacurong
Head Teacher II (OSEC-DECSB-HTEACH2-840001-2022)	SG 15 (Php 36,619.00)	1	SDO Tacurong
Head Teacher I (OSEC-DECSB-HTEACH1-840132-2008)	SG 14 (Php 33,843.00)	1	SDO Tacurong

Qualification Standards for Education Program Supervisor I:

Education: Master's degree in education or other relevant degree; Master's degree with a specific area of specialization
Experience: At least 2 (two) years experience as Principal or Head Teacher or Master Teacher
Training: 8 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 1080;

Qualification Standards for School Principal I:

Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Email: tacurong.city@deped.gov.ph



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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 RA 1080;

Qualification Standards for Head Teacher II:

Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
Experience: HT for 1 year; or TIC for 1 year; or Teacher for 4 years
Training: 24 hours of relevant training;
Eligibility: PBET/LET/Teacher RA 1080;

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: 8 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
- 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



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- 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 **July 7, 2023**, in hard and soft copies. Scanned documents will be sent through this email address 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

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/OSDS/HRM-Admin/DM- ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED POSITIONS/ *June 15, 2023*



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