



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

September 4, 2023

DIVISION MEMORANDUM
 OSDS NO.: 129 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED POSITION AND
 TEACHING 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-840087-2010) *** Major/ Minor in Mathematics	SG 22 (Php 71,511.00)	1	Division Office (CID)
Teacher III (OSEC-DECSB-TCH3-840034-2013)	SG 13 (Php 31,320.00)	1	Central Cluster
Teacher II Item who will be vacated due to promotion	SG 12 (Php 29,165.00)	1	Central Cluster
Teacher II (OSEC-DECSB-TCH2-840083-2010)	SG 12 (Php 29,165.00)	1	North Cluster

Qualification Standards for Education Program Supervisor I:

Education: Master's Degree in Education or other relevant Master's Degree with specific area of specialization

Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher

Training: 8 hours of relevant training;

Eligibility: PBET/LET/Teacher RA 1080;

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 year of relevant experience

Training: None Required;

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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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
4. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

DATE	ACTIVITY	PERSON RESPONSIBLE
September 26, 2023	Submission of Pertinent Papers	Receiving Section
September 27-29, 2023	Initial Evaluation	HRMO
October 03-05, 2023	Assessment of Papers	HRMPSB
October 10-12, 2023	Interview	HRMPSB
October 13, 2023	Written Exam for EPS	HRMPSB
October 19, 2023	Open Ranking for EPS	HRMPSB
October 20, 2023	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office, is on **September 26, 2023**, in hard and soft copies. Scanned documents will be sent through this email



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address tacurong.hrmo@deped.gov.ph. No pertinent documents shall be accepted after the said date.

6. Applicants shall be notified on the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
7. Result of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
8. All applicants must register via our webpage, **<https://apply.depedtacurong.org>**.
9. For immediate and widest dissemination.


GERDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

Reference/s: D.O. 66, s.2007; D.O. 07, s. 2023; D.O. 117, s.2010

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCIES



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