



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

November 6, 2023

DIVISION MEMORANDUM  
OSDS NO. 164 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED 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:

<b>Position</b>	<b>Salary Grade</b>	<b>No. of item(s)</b>	<b>Cluster/ where the vacancy/ies exist</b>
<b>HEAD TEACHER I - Elementary</b> (OSEC-DECSB-HTEACH1-840035-2009) (OSEC-DECSB-HTEACH1-840133-2008)	SG 14 (Php 33,843.00)	2	CSDT
<b>TEACHER III</b> (OSEC-DECSB-TCH3-840018-2012)	SG 13 (Php 31,320.00)	1	South Cluster
<b>Teacher II</b> <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	1	South Cluster
<b>Teacher II -SHS</b> (OSEC-DECSB-TCH2-841388-2016)	SG 12 (Php 29,165.00)	1	CSDT

**Qualification Standards for Head Teacher I - Elementary:**

Education: Bachelor's degree in Elementary Education and 12 units for a Master's degree in Education or its equivalent  
Experience: 1 (one) year as TIC or 3 (three) years teaching experience  
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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**Qualification Standards for Teacher II - SHS:**

Education: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject  
Experience: None Required  
Training: None Required  
Eligibility: RA 1080 (Teacher) Secondary; if not RA 1080 eligible, applicant must pass the LET within 5 years after the date of first hiring

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 records 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 the 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:

<b>DATE</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
November 21, 2023	Submission of Pertinent Papers	Receiving Section
November 27-30, 2023	Initial Evaluation	HRMO
December 4-8, 2023	Assessment of Papers	HRMPSB
December 11-13, 2023	Interview	HRMPSB
December 15, 2023	Written Exam/Skills Test	HRMPSB
December 20, 2023	Open Ranking	HRMPSB
December 27, 2023	Consolidation of Assessment and Final Deliberation	HRMPSB



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5. The deadline for submission of pertinent papers to this Office is on **November 21, 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.
6. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
7. Results 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.

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

Enclosure: None  
Reference/s: D.O. 07, s. 2023; D.O. 19, s.2022; D.O. 66, s. 2007  
Allotment:  
*To be indicated in the Perpetual Index under the following subjects*  
POSITIONS            QUALIFICATIONS            VACANCY

