



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

January 2, 2024

DIVISION MEMORANDUM
OSDS NO.: 001 s. 2024

**ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED, NON-TEACHING
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
School Principal II (OSEC-DECSB-SP2-840002-2017)	SG 20 (Php 57,347.00)	1	CSDT
School Principal I <i>Item who will be vacated due to promotion</i>	SG 19 (Php 51,357.00)	1	CSDT
Master Teacher II (OSEC-DECSB-MTCH2-750903-1998)	SG 19 (Php 51,357.00)	1	Central Cluster
Master Teacher I <i>Item who will be vacated due to promotion</i>	SG 18 (Php 46,725 .00)	1	Central Cluster
Teacher III <i>Item who will be vacated due to promotion</i>	SG 13 (Php 31,320.00)	1	Central Cluster
Teacher II <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	1	Central Cluster
Teacher III (OSEC-DECSB-TCH3-840111-2011)	SG 13 (Php 31,320.00)	1	West Cluster
Teacher II (OSEC-DECSB-TCH2-759332-1998) (OSEC-DECSB-TCH2-840114-2015) <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	3	West Cluster
Teacher III (OSEC-DECSB-TCH3-840060-2003)	SG 13 (Php 31,320.00)	1	East Cluster
Teacher II (OSEC-DECSB-TCH2-841719-2016) <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	2	East Cluster
Teacher III (OSEC-DECSB-TCH3-840023-2008)	SG 13 (Php 31,320.00)	1	South Cluster
Teacher II (OSEC-DECSB-TCH2-841719-2016) <i>Item who will be vacated due to promotion</i>	SG 12 (Php 29,165.00)	2	South Cluster
Teacher II (OSEC-DECSB-TCH2-841718-2016)	SG 12 (Php 29,165.00)	1	North Cluster



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



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Administrative Assistant III (OSEC-DECSB-ADAS3-840016-2007)	SG 9 (Php 21, 211.00)	1	TNHS
Administrative Assistant II (OSEC-DECSB-ADAS2-840044-2014)	SG 8 (Php 18,998.00)	1	CSDT

Qualification Standards for School Principal II:

Education: Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
 Experience: 1 yr. As Principal
 Training: 40 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
 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 R.A. 1080

Qualification Standards for Master Teacher II:

Education: Bachelor's degree in Elementary Education; and 24 units for a Master's degree in Educ. or its equivalent
 Experience: 1 year as MT-1 or 4 years as Teacher III
 Training: 4 hours of relevant training
 Eligibility: PBET/LET/Teacher RA 1080;

Qualification Standards for Master Teacher I:

Education: Bachelor's degree in Elementary Education and 18 units for a Master's degree in Education or its equivalent
 Experience: 3 year relevant experience
 Training: 4 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;

Qualification Standards for Administrative Assistant III:

Education: Completion of two years studies in college
 Experience: 1 year of relevant experience
 Training: 4 hours relevant training;
 Eligibility: CS Sub-Professional (First Level Eligibility);



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Qualification Standards for Administrative Assistant II:

Education: Completion of two years studies in college
Experience: 1 year of relevant experience
Training: 4 hours relevant training;
Eligibility: CS Sub-Professional (First Level Eligibility);

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
January 17, 2024	Submission of Pertinent Papers	Receiving Section
January 18-24, 2024	Initial Evaluation	HRMO
January 25-31, 2024	Assessment of Papers	HRMPSB
February 6-9, 2024	Interview	HRMPSB
February 12-13, 2024	Written Exam/Skills Test	HRMPSB
February 19-21, 2024	Open Ranking	HRMPSB
February 27, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB



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5. The deadline for submission of pertinent papers to this Office is on **January 17, 2024**, 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.
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.

For and in the absence of

Fri

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

Reference/s: D.O. 07, s. 2023; D.O. 66, s.2007; DECS Order No. 57, s. 1997

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCIES

gpo/hr/ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED, NON-TEACHING AND TEACHING POSITIONS



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