



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

January 18, 2024

DIVISION MEMORANDUM
OSDS NO.: 013 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:

| Position | Salary Grade | No. of item(s) | Cluster/ where the vacancy/ies exist |
|--|--------------------------|-----------------------|---|
| HEAD TEACHER I - Elementary (OSEC-DECSB-HTEACH1-840035-2009) (OSEC-DECSB-HTEACH1-840133-2008) | SG 14 (Php 33,843.00) | 2 | CSDT |
| TEACHER II (OSEC-DECSB-TCH2-840313-2012) | SG 12 (Php 29,165.00) | 1 | Rajah Muda NHS |

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 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;

2. The positions are open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affirmation.



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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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:

| DATE | ACTIVITY | PERSON RESPONSIBLE |
|----------------------|--|--------------------|
| February 05, 2024 | Submission of Pertinent Papers | Receiving Section |
| February 6-7, 2024 | Initial Evaluation | HRMO |
| February 8-13, 2024 | Assessment of Papers | HRMPSB |
| February 15-16, 2024 | Interview | HRMPSB |
| February 20, 2024 | Written Exam/Skills Test | HRMPSB |
| February 23, 2023 | Open Ranking | HRMPSB |
| February 27, 2024 | Consolidation of Assessment and Final Deliberation | HRMPSB |

5. The deadline for submission of pertinent papers to this Office is on **February 02, 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.



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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

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Enclosure: None

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

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCY

/hr/ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED AND TEACHING POSITIONS



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