



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

February 5, 2024

DIVISION MEMORANDUM
OSDS NO.: 022 s. 2024

**ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION,
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 III (OSEC-DECSB-HTEACH3-750547-1998) | SG 16 (Php 39,672.00) | 1 | CSDT |
| MASTER TEACHER I (OSEC-DECSB-MTCHR1-752672-1998) | SG 18 (Php 46,725.00) | 1 | North Cluster |
| SENIOR EDUCATION PROGRAM SPECIALIST (OSEC-DECSB-SREPS-840157-2014) | SG 19 (Php 51,357.00) | 1 | Division Office-SGOD |

Qualification Standards for Head Teacher III - Elementary:

Education: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units.
Experience: HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Training: 24 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 years relevant experience
Training: 4 hours of relevant training
Eligibility: PBET/LET/Teacher RA 1080



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

Qualification Standards for Senior Education Program Specialist:

Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
Experience: 2 years experience in education, research, development, implementation, or other relevant experience
Training: 8 hours of relevant training
Eligibility: PBET/LET/Teacher RA 1080/Career Service (Professional)

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

3. Aspirants to the above position are requested to submit their pertinent papers to wit:

- 3.1 Letter of intent addressed to the Head of Office, or to the 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. Interested applicants are advised to observe the indicative schedule of activities as follows:



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph

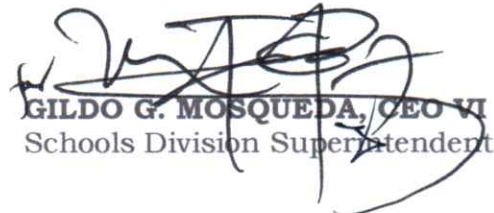


Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

| DATE | ACTIVITY | PERSON RESPONSIBLE |
|----------------------|--|--------------------|
| February 20, 2024 | Submission of Pertinent Papers | Receiving Section |
| February 21-23, 2024 | Initial Evaluation | HRMO |
| February 26-29, 2024 | Assessment of Papers | HRMPSB |
| March 1, 2024 | Written Exam/Skills Test | HRMPSB |
| March 6-8, 2024 | Interview | HRMPSB |
| March 13, 2024 | Open Ranking | HRMPSB |
| March 18, 2024 | Consolidation of Assessment and Final Deliberation | HRMPSB |

- The deadline for submission of pertinent papers to this Office is on **February 20, 2024**, in hard and soft copies. Scanned documents should be sent through tacurong.hrmo@deped.gov.ph.
- Applicants shall be notified of any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
- Results of the initial evaluation shall be communicated to the applicants through email or SMS.
- All applicants must register at <https://apply.depedtacurong.org>.
- For immediate and widest dissemination.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference/s: D.O. 07, s. 2023; HRMPSB Resolution No. 04, s.2023, DECS Order No. 57, s. 1997;
Allotment:
To be indicated in the Perpetual Index under the following subjects

POSITIONS QUALIFICATIONS VACANCY

GPO/OSDS/ADMIN-HR/DM/ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION, TEACHING-RELATED, AND TEACHING POSITIONS/ February 5, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph