



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

July 22, 2024

DIVISION MEMORANDUM
OSDS No: 077 s. 2024

ANNOUNCEMENT OF VACANCIES FOR TEACHING POSITIONS

To: Assistant Schools Division Superintendent
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
Teacher III (OSEC-DECSB-TCH3-755591-1998)	SG 13 (P31,320.00)	1	North
Teacher II (OSEC-DECSB-TCH2-841714-2016) <i>**Item vacated due to promotion</i>	SG 12 (P29,165.00)	2	North
Teacher III (OSEC-DECSB-TCH3-840004-2015)	SG 13 (P31,320.00)	1	West
Teacher II (OSEC-DECSB-TCH2-759615-1998) (OSEC-DECSB-TCH2-840259-2012) <i>**Item vacated due to promotion</i>	SG 12 (P29,165.00)	3	West
Master Teacher II (OSEC-DECSB-TCH3-750918-1998)	SG 19 (P51,357.00)	1	East
Master Teacher I <i>**Item to be vacated due to promotion</i>	SG 18 (P46,725.00)	1	East
Teacher III (OSEC-DECSB-TCH3-840030-2015) <i>**Item vacated due to promotion</i>	SG 13 (P31,320.00)	2	East
Teacher II <i>**Item to be vacated due to promotion</i>	SG 12 (P29,165.00)	2	East



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Special Education Teacher I (Elementary School) (OSEC-DECSB-SPET1-840110-2008) (OSEC-DECSB-SPET1-840001-2002)	SG 14 (P33,843.00)	2	Central
Teacher III (OSEC-DECSB-TCH3-840028-2008)	SG 13 (P31,320.00)	1	Central
Teacher II <i>**Item to be vacated due to promotion</i>	SG 12 (P29,165.00)	1	Central
Special Education Teacher I (Junior High School) (OSEC-DECSB-SPET1-840373-2024)	SG 14 (P33,843.00)	1	Tacurong NHS

Qualification Standards for Master Teacher II:

Education: Bachelor's degree in Elem. Educ.; or Bachelor's degree plus 18 professional units in education and 24 units for a Master's degree in Educ. or its equivalent

Experience: Master Teacher I for at least one (1) year;

Training: 4 hours of relevant training;

Eligibility: R.A. 1080, as amended (Teacher);

Qualification Standards for Master Teacher I:

Education: Bachelor's degree in Elem. Educ., or Bachelor's degree plus 18 professional units in education and 18 units for a Master's degree in Educ. or its equivalent

Experience: 3 years relevant experience (Teacher III, SPET, HT...)

Training: 4 hours of relevant training;

Eligibility: R.A. 1080, as amended (Teacher);

Qualification Standards for Teacher III:

Education: Bachelor's degree in Elem. Educ. or its equivalent

Experience: 2 year relevant experience

Training: None Required;

Eligibility: R.A. 1080, as amended (Teacher);

Qualification Standards for Teacher II:

Education: Bachelor's degree in Elem. Educ. or its equivalent

Experience: 1 year relevant experience

Training: None Required;

Eligibility: R.A. 1080, as amended (Teacher);



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**Qualification Standards for Special Education Teacher I (SPET I)
 (Elementary School and Junior High School)**

Education: Bachelor of Science in Education major in Special Education (SPED), or Bachelor's degree holders with 18 units in SPED;
 Experience: None Required;
 Training: None Required;
 Eligibility: R.A. 1080, as amended (Teacher)

MASTER TEACHER II - DUTIES AND RESPONSIBILITIES

1.	Provides technical assistance to teachers to improve their competencies
2.	Takes active participation in the planning and implementation of training programs in school, district and division levels
3.	Initiates improvement in instructional programs
4.	Leads in the preparation of instructional materials
5.	Introduces innovative teaching approaches and strategies
6.	Serves as demonstration teacher, facilitator or resource person at the school level
7.	Performs regular class monitoring using process observation tools
8.	Assists the school selection committee in the evaluation of credentials when hiring or promoting teachers
9.	Represents the school in conferences or events as delegated by the school head
10.	Conducts post conferences with teachers for feedback on teaching-learning process
11.	Participates actively in school strategic planning process involving internal and external stakeholders
12.	Carries regular teaching loads for the assigned grade/subject
13.	Conducts at least one action research every year
14.	Takes charge of the school reading recovery program
15.	Teaches/Takes over the class if the assigned teacher is absent; works beyond official time
16.	Enriches the curriculum of his/her field of specialization
17.	Rates teachers' performance twice a year
18.	Serves as OIC of the school in the absence of the school head
19.	Functions as head/coordinator of the department
20.	Consolidates and interprets competency assessment results
21.	Designs and validates training programs for teachers
22.	Checks, improves and prepares sample lesson plans for the assigned grade/subject area
23.	Interprets test results and utilizes them for improvement of instruction
24.	Helps identify potential demonstration teachers
25.	Gives demonstration to new/striving teachers



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MASTER TEACHER I - DUTIES AND RESPONSIBILITIES

1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2. Prepares daily logs and visual aids related to the lesson .
3. Conducts remedial episodes classes for slow learners
4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties
11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities
14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15. Initiates projects and programs that will enhance the curriculum
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action researches on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluates teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher



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Teacher II-III - DUTIES AND RESPONSIBILITIES

1. Teaches or more grades/levels using appropriate and innovative teaching strategies
2. Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials
3. Monitors and evaluates pupils/students' progress
4. Undertakes activities to improve performance indicators
5. Maintains updated pupils/students progress regularly
6. Supervises curricular and co-curricular projects and activities
7. Maintains updated pupil/student school records
8. Counsels and guides pupils/students
9. Supports activities of governmental and non-governmental organizations
10. Conducts Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work

SPED Teacher I-III - DUTIES AND RESPONSIBILITIES

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/researches of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion



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9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

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

3. Aspirants to the above positions 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
August 5, 2024	Submission of Pertinent Papers	Receiving Section
August 7-9, 2024	Initial Evaluation	HRMO



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August 12-16, 2024	Assessment of Papers	HRMPSB
August 21-23, 2024	Interview	HRMPSB
August 27, 2024	Written Exam/Skills Test	HRMPSB Secretariat
August 30, 2024	Open Ranking	HRMPSB
September 3, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB

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


ELDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: None
Reference/s: D.O. 66, s. 2007; HRMPSB Resolution No. 03, s.2023 HRMPSB Resolution No. 04, s.2023;
Allotment:

To be indicated in the Perpetual Index under the following subjects
POSITIONS QUALIFICATIONS VACANCIES

GPO/ADMIN-HR/OSDS/Announcement Of Vacancies For Teaching Positions/
July 23,2024



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