



Republic of the Philippines  
**Department of Education**

Region XII  
 City Schools Division of Tacurong

July 22, 2024

DIVISION MEMORANDUM  
 OSDS NO.: **085** s. 2024

**ANNOUNCEMENT OF VACANCIES FOR TEACHING-RELATED, TEACHING AND  
 NON-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
<b>Education Program Supervisor I</b> (OSEC-DECSB-EPSVR-840091-2010)	SG 22 (P71,511.00)	1	Division Office
<b>Teacher III</b> (OSEC-DECSB-TCH3-840023-2012)	SG 13 (P31,320.00)	1	South
<b>Teacher II</b> <i>**Item who will be vacated due to promotion</i>	SG 12 (P29,165.00)	1	South
<b>Teacher II</b> (OSEC-DECSB-TCH2-840307-2012)	SG 12 (P29,165.00)	1	East
<b>Administrative Assistant II (Disbursing Officer II)</b> (OSEC-DECSB-ADAS2-840168-2017)	SG 8 (P19,744.00)	1	Central

**Qualification Standards for Education Program Supervisor (EPS) I:**

Education: Master's Degree in Education or other relevant Master's Degree with specific area of specialization  
 Experience: Two (2) years as Principal or Two (2) years as Head Teacher or Two (2) years as Master Teacher;  
 Training: 8 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;



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

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

**Qualification Standards for Administrative Assistant II  
 (Disbursing Officer II)**

Education: Completion of two (2) years of studies in college (prior 2018); or completion of Grade 12 (Senior High School (starting 2018)

Experience: 1 year relevant experience;

Training: 4 hours relevant training;

Eligibility: Career Service Subprofessional/ First Level Eligibility

**Education Program Supervisor (EPS)**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>MANAGEMENT OF CURRICULUM IMPLEMENTATION</b>	Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
	Develop together with School M&E the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.
	Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.
	Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
	Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
	Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
	Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
<b>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</b>	Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
	Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on



**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

	effectiveness.
	Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
	Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.
<b>LEARNING DELIVERY</b>	Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.
	Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
<b>LEARNING RESOURCE</b>	Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
	Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
<b>LEARNING OUTCOMES ASSESSMENT</b>	Gather results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
	Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
<b>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</b>	Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
	Drafts policy recommendations on curricular support activities for regional adoption.
<b>RESEARCH</b>	Conduct action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
<b>TECHNICAL ASSISTANCE</b>	Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
	Coordinate with the PSDS to arrive at a technical assistance plan for each district.
	Coach the school (through the PSDS) in implementing interventions related to curriculum



**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

	implementation t and instructional delivery.
	Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
	Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

**Teacher II-III - DUTIES AND RESPONSIBILITIES**

<ol style="list-style-type: none"> <li>1. Teaches or more grades/levels using appropriate and innovative teaching strategies</li> <li>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</li> <li>3. Monitors and evaluates pupils/students' progress</li> <li>4. Undertakes activities to improve performance indicators</li> <li>5. Maintains updated pupils/students progress regularly</li> <li>6. Supervises curricular and co-curricular projects and activities</li> <li>7. Maintains updated pupil/student school records</li> <li>8. Counsels and guides pupils/students</li> <li>9. Supports activities of governmental and non-governmental organizations</li> <li>10. Conducts Action Plan</li> <li>11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere</li> <li>12. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders</li> <li>13. Does related work</li> </ol>
---

**ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER  
 DUTIES AND RESPONSIBILITIES**

1. Prepares the monthly Cash Disbursement Register (CDR).
2. Prepares Advice for Checks Issued and Cancelled (ACIC).
3. Prepares Checks for payment.
4. Delivers Advice for Checks Issued and Cancelled (ACIC) to the Government Servicing Bank.
5. Delivers signed checks to the payees/suppliers for payment.
6. Updates the Cash Book Balance for the School's Financial disbursements.
7. Inform the School head of the Cash in Bank Balance of the School's MOOE.
8. Prepares the monthly Cash Disbursement Register (CDR).

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 positions are requested to submit their pertinent papers



**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

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 22, 2024	Submission of Pertinent Papers	Receiving Section
August 26-28, 2024	Initial Evaluation	HRMO
August 29-30, 2024	Assessment of Papers	HRMPSB
September 4-6, 2024	Interview	HRMPSB
September 10, 2024	Written Exam/Skills Test	HRMPSB Secretariat
September 13, 2024	Open Ranking	HRMPSB
September 20, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **August 22, 2024**, 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.



**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

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, CEQ/VI**  
Schools Division Superintendent 

Enclosure: None

Reference/s: D.O. 007, s. 2023; D.O. 66, s. 2007; HRMPSB Resolution No. 03, 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-RELATED,  
TEACHING AND NON-TEACHING POSITIONS/ August 12, 2024



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