



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

October 8, 2024

DIVISION MEMORANDUM
OSDS NO.: 115 s. 2024

ANNOUNCEMENT OF VACANCIES FOR 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
Teacher III (Junior High School) <i>(OSEC-DECSB-TCH3-840435-2022)</i>	SG 13 (Php 32,870.00)	1	V.F. Griño NHS
Teacher II <i>**Item who will be vacated due to promotion</i>	SG 12 (Php 30,705.00)	1	V.F. Griño NHS
Teacher III (Senior High School) <i>(OSEC-DECSB-TCH3-840074-2023)</i>	SG 13 (Php 32,870.00)	1	CSDT
Teacher II (Senior High School) <i>**Item who will be vacated due to promotion</i>	SG 12 (Php 30,705.00)	1	CSDT

Qualification Standards for Teacher III (Junior High School):

Education: Bachelor's degree in Secondary Education; or Bachelor's degree plus 18 professional units in Education
Experience: 2 years relevant experience
Training: None Required.
Eligibility: R.A. 1080, as amended (Teacher);

Qualification Standards for Teacher II (Junior High School):

Education: Bachelor's degree in Secondary Education; or Bachelor's degree plus 18 professional units in Education
Experience: 1-year relevant experience
Training: None Required.
Eligibility: R.A. 1080, as amended (Teacher);



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Qualification Standards for Teacher III (SHS- Academic Track):

Education: Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus 12 units toward a Master's degree in the relevant strand/subject
Experience: 1 year of relevant teaching/ industry work experience
Training: 4 hours of training relevant to the subject area specialization
Eligibility: R.A. 1080, as amended (Teacher);

Qualification Standards for Teacher II (SHS- Academic Track):

Education: Bachelor's degree within the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject
Experience: None Required
Training: None Required
Eligibility: R.A. 1080, as amended (Teacher);

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 an Action Plan
11. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
12. Maintains harmonious relationships with fellow teachers and other school personnel as well as with parents and other stakeholders
13. Does related work



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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 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
October 23, 2024	Submission of Pertinent Papers	Receiving Section
October 24-28, 2024	Initial Evaluation	HRMO
October 29-31, 2024	Assessment of Papers	HRMPSB
November 7-8, 2024	Interview	HRMPSB
November 13, 2024	Written Exam/Skills Test	HRMPSB Secretariat
November 21-22, 2024	Open Ranking	HRMPSB



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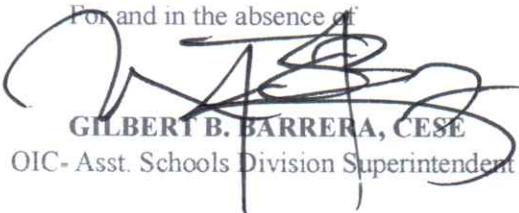
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November 26, 2024	Consolidation of Assessment and Final Deliberation	HRMPSB
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- The deadline for submission of pertinent papers to this Office is on **October 23, 2024**, in hard and soft copies. Scanned documents will be sent through this email address tacurong.hrmo@deped.gov.ph . No pertinent documents shall be accepted after the said date.
- 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.
- Results of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.
- All applicants must register via our webpage, **<https://apply.depedtacurong.org>**.
- For immediate and widest dissemination.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the absence of


GILBERT B. BARRERA, CESE
OIC- Asst. Schools Division Superintendent

Enclosure: None
Reference/s: 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 POSITIONS/
October 8, 2024*



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