



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

May 14, 2025

DIVISION MEMORANDUM  
OSDS NO.: 060 s. 2025

**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
<b>Master Teacher II – SHS (Academic Track and Core Subjects)</b> (OSEC-DECSB-MTCHR2-841070-2016)	SG 19 (Php 56,390.00)	1	CSDT
<b>Master Teacher I – Elementary</b> (OSEC-DECSB-MTCHR1-752653-1998) (OSEC-DECSB-MTCHR1-752678-1998)	SG 18 (Php 51,304.00)	2	Central Cluster North Cluster
<b>Teacher III</b> (OSEC-DECSB-TCH3-840011-2021)	SG 13 (Php 34,421.00)	1	South Cluster
<b>Teacher II</b> (OSEC-DECSB-TCH2-840070-2009) (OSEC-DECSB-TCII2-840069-2009) (OSEC-DECSB-TCH2-841713-2016) (OSEC-DECSB-TCH2-840028-2013) (OSEC-DECSB-TCH2-755599-1998)	SG 12 (Php 32,245.00)		East Cluster East Cluster East Cluster West Cluster West Cluster

**Qualification Standards for Master Teacher II (Senior High School) for Academic Track and Core Subjects:**

Education: Master's degree in relevant strand/subject  
Experience: 5 years of relevant teaching/industry work experience  
Training: 12 hours of training relevant to the subject area of specialization;  
Eligibility: Applicants for a permanent position: Teacher RA 1080; if not RA 1080



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eligible, they must pass the LET within 5 years after the date of first hiring Applicants for a contractual position: None required  
Practitioners (part-time only): None

**Performance Requirements:**

**COIs** – At least 10 Highly Proficient COIs at Outstanding  
**NCOIs** – At least 5 Highly Proficient NCOIs at Very Satisfactory;  
and 5 Highly Proficient NCOIs at Outstanding

**DUTIES AND RESPONSIBILITIES**

**Master Teacher II-III**

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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**Qualification Standards for Master Teacher I (Elementary):**

Education: Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent

Experience: 3 years of relevant experience

Training: 4 hours of relevant training

Eligibility: RA 1080, as amended (Teacher)

**Performance Requirements:**

**COIs** – 21 Proficient COIs at Outstanding

**NCOIs** – 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

**DUTIES AND RESPONSIBILITIES**

**Master Teacher I**

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



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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

**Qualification Standards for Teacher III:**

Education: Bachelor's degree in Elementary Education; or its equivalent  
Experience: 2 (Two) years of relevant experience  
Training: None Required;  
Eligibility: PBET/LET/Teacher RA 1080;

**Performance Requirements:**

**COIs** – At least 12 Proficient COIs at Very Satisfactory  
**NCOIs** – At least 8 Proficient NCOIs at Very Satisfactory

**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;

**Performance Requirements:**

**COIs** – At least 6 Proficient COIs at Very Satisfactory  
**NCOIs** – At least 4 Proficient NCOIs at Very Satisfactory

**DUTIES AND RESPONSIBILITIES FOR TEACHER II-III**

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



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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
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 position are requested to submit their pertinent papers for promotion/appointment to wit:
    - 3.1 Letter of intent addressed to the SDS containing the following information:
      - i. Statement of purpose/ expression of interest; and
      - ii. Learning area / subject group they intend to teach, if applicable;
    - 3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
    - 3.3 Photocopy of Voter's ID and/or any proof of residency;
    - 3.4 Photocopy of valid and updated PRC License/ID;
    - 3.5 Photocopy of Certificate of Board of Rating;
    - 3.6 Photocopy of scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
    - 3.7 Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
    - 3.8 Photocopy of latest appointment (for those applying for promotion);
    - 3.9 Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;
    - 3.10 Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate NC II, Trainers Methodology Certificate (TMC), if applicable;
    - 3.11 Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DO No. 20, s. 2024. The latest performance rating shall be cover one (1) year complete performance rating period in the current position);
    - 3.12 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173



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(Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and

- 3.13 Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

4. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

DATE	ACTIVITY	PERSON RESPONSIBLE
May 29, 2025	Submission of Pertinent Papers	Receiving Section
June 2-6, 2025	Initial Evaluation	HRMO
June 9-13, 2025	Assessment of Papers	HRMPSB
June 23-27, 2025	Classroom Observation	Sub-Committees
June 30-July 4, 2025	Portfolio Annotations and BEI	Sub-Committees
July 9, 2025	Open Ranking	HRMPSB
July 11, 2025	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **May 29, 2025**, 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.

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. 020, s.2024;

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS

QUALIFICATIONS

VACANCIES

*gpo/hr/* ANNOUNCEMENT OF VACANCIES FOR TEACHING POSITIONS/  
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