



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

June 25, 2025

DIVISION MEMORANDUM
OSDS NO.: 083 s. 2025

ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION, 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
Education Program Supervisor (EPS-I) (OSEC-DECSB-EPSVR-840089-2010) <i>**preferably major in Araling Panlipunan</i>	SG 22 (Php 78,162.00)	1	Division Office
School Principal I (Secondary School) (OSEC-DECSB-SP1-840695-2010)	SG 19 (Php 56,390.00)	1	CSDT
Guidance Counselor II (Senior High School) (OSEC-DECSB-GUIDC2-841732-2016, OSEC-DECSB-GUIDC2-841733-2016, OSEC-DECSB-GUIDC2-841734-2016)	SG 12 (Php 30,705.00)	3	CSDT
Guidance Counselor I (Junior High School) (OSEC-DECSB-GUIDC1-840027-2009, OSEC-DECSB-GUIDC1-840143-2008, OSEC-DECSB-GUIDC1-840001-2011)	SG 11 (Php 28,512.00)	3	Tacurong NHS (2) VF Griño MNHS (1)

Qualification Standards for Education Program Supervisor (EPS) I:

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);



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Education Program Supervisor (EPS)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	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.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	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 effectiveness.



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	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.
LEARNING DELIVERY	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.
LEARNING RESOURCE	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.
LEARNING OUTCOMES ASSESSMENT	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.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
	Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	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.



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TECHNICAL ASSISTANCE	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 implementation 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.

Qualification Standards for School Principal I (Secondary):

Education:	Bachelor's degree in Secondary Education; or a bachelor's degree with 18 professional education units
Experience:	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training:	40 hours of relevant training
Eligibility:	R.A. 1080, as amended (Teacher)

DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL I-IV

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios



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11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers upkeep of students records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

Qualification Standards for Guidance Counselor II:

Education: Master's degree in Guidance and Counseling
Experience: None Required
Training: None Required;
Eligibility: R.A. 1080 (Guidance Counselor)

DUTIES AND RESPONSIBILITIES

1. Provides orientation to students at all year levels.
2. Formulates guidance and counseling forms including individual inventory, agreement forms



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3. Administers and interprets individual and group psychological and projective tests
4. Provides effective individual and group counseling
5. Identifies students' needs and problems
6. Makes an action research based on the results of the identified of students' needs and problems
7. Makes referrals to different government agencies
8. Coordinates with the community, NGOs or GOs for program support
9. Provides career counseling to students
10. Provides scholarship programs to students

Qualification Standards for Guidance Counselor I:

Education: Master's degree in Guidance and Counseling
Experience: None Required
Training: None Required;
Eligibility: R.A. 1080 (Guidance Counselor);

DUTIES AND RESPONSIBILITIES

1. Organizes functional and suitable guidance and counseling program
2. Provides effective individual and group counseling
3. Identifies students' needs and problems
4. Provides career counseling to students
5. Provides scholarship programs to students

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



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- 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
July 11, 2025	Submission of Pertinent Papers	Receiving Section
July 14-16, 2025	Initial Evaluation	HRMO
July 17-21, 2025	Assessment of Papers	HRMPSB
July 23-25, 2025	Interview	HRMPSB
July 28, 2025	Written Exam/Skills Test	HRMPSB Secretariat
August 4, 2025	Open Ranking	HRMPSB
August 7, 2025	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **July 11, 2025**, 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.



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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

Enclosure: None

Reference/s: D.O. 07, s. 2023;

To be indicated in the Perpetual Index under the following subjects

POSITIONS

QUALIFICATIONS

VACANCIES

GPO/ ADMIN-HR/ OSDS/ ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION/ RELATED-TEACHING AND NON-TEACHING POSITIONS

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