



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

December 12, 2025

DIVISION MEMORANDUM
OSDS NO.: 169 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 vacancies exist
Teacher III (OSEC-DECSB-TCH3-840112-2011)	SG 13 (Php 34,421.00)	1	Central Cluster
Teacher II (OSEC-DECSB-TCH2-840090-2010)	SG 12 (Php 32,245.00)	1	South Cluster

Qualification Standards for Teacher III:

Education: Bachelor's degree in Education, or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education

Experience: 2 years teaching experience

Training: 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years

Eligibility: RA 1080, as amended (Teacher-Elementary/Secondary);

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 Education, or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Experience: 1 year teaching experience

Training: 8 hours of training in any of or a cumulative of the following:
Curriculum, Pedagogy, Subject Specialization acquired within
the last 5 years

Eligibility: RA 1080, as amended (Teacher-Elementary/Secondary);

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
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;



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- 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 (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
December 23, 2025	Submission of Pertinent Papers	Receiving Section
December 26-29, 2025	Initial Evaluation	HRMO
January 5-7, 2026	Assessment of Papers	HRMPSB



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January 12-13, 2026	Classroom Observation	Sub-Committees
January 14-15, 2026	Portfolio Annotations and BEI	Sub-Committees
January 16, 2026	Open Ranking	HRMPSB
January 19, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **December 23, 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.


6. It is reiterated that applicants who fail to submit complete mandatory documents, particularly items 3.1 to 3.11 on the deadline set, shall not be included in the pool of official applicants.

7. 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.

8. Results of the initial evaluation shall be informed to the applicants through an official communication channel via email or SMS.

9. All applicants must register via our webpage, **<https://apply.depedtacurong.org>**.

10. For immediate and widest dissemination.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference/s: D.O. 020, s. 2024; D.O. 019, s.2025, D.O. 34, s.2025
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
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