



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

March 25, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 061

ANNOUNCEMENT OF VACANCY FOR RELATED-TEACHING POSITION

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-840092-2010)	SG 22 (Php 81,796.00)	1	SDO- Tacurong City

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 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



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
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- 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 the 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 (AnnexC)
 - 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
April 6, 2026	Submission of Pertinent Papers	Receiving Section
April 7-9, 2026	Initial Evaluation	HRMO
April 10-13, 2026	Assessment of Papers	HRMPSB
April 14-15, 2026	Interview	HRMPSB
April 16, 2026	Written Exam/Skills Test	HRMO/Secretariat
April 21, 2026	Open Ranking	HRMPSB
April 22, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **April 6, 2026**, 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.

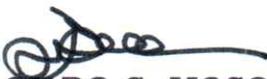


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6. It is reiterated that applicants who **fail to submit complete mandatory documents, particularly items 3.1 to 3.11 on the deadline set**, shall not be included in the pool of official applicants.
7. Applicants shall be notified of the conduct of 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. See enclosure for details:
Enclosure 1: Notice of Vacancy for Education Program Supervisor (EPS) I
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: As stated
Reference/s: D.O. 07, s. 2023
Allotment:

To be indicated in the Perpetual Index under the following subjects
POSITIONS QUALIFICATIONS VACANCIES

GPO/ADMIN-HR/ANNOUNCEMENT OF VACANCY FOR RELATED-TEACHING POSITION/
March 25, 2026



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Enclosure 1 to Division Memorandum OSDS-2026-06

NOTICE OF VACANCY
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: 2 (two) years as Principal or 2 (two) years as Head Teacher or 2 (two) years as Master Teacher
 Training: 8 hours of relevant training
 Eligibility: RA 1080 (Teacher)

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.
	<p>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.</p> <p>Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.</p> <p>Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.</p> <p>Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.</p> <p>Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.</p>



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	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.
	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.



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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.
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.



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