



Republic of the Philippines
Department of Education

Region XII
 City Schools Division of Tacurong

March 3, 2026

DIVISION MEMORANDUM
 OSDS – 2026 - 049

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
Chief Education Supervisor (Curriculum Implementation Division) (OSEC-DECSB-CES-840143-2014)	SG 24 (Php102,603.00)	1	SDO- Tacurong City

Qualification Standards for Chief Education Supervisor (CID):

Education: Master's degree in Education or other relevant Masters degree
 Experience: 4 years of relevant experience in management and supervision
 Training: 24 hours of training in management and supervision
 Eligibility: RA 1080 (Teacher)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	Provide technical Inputs to the Strategic Plan of the schools division (DEDP) based on M&E Reports, progress, and summative evaluation, benchmark studies and researches to guide direction regarding the implementation t and delivery of the Basic Education Curriculum.



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	Develop the framework and system for monitoring curriculum implementation to guide the gathering of data on the management and implementation of the basic education curriculum.
	Provide direction and guide teams in the conduct of studies on benchmark curriculum practices and other research initiatives.
	Recommend to the Regional Management team policies on curriculum management and delivery of instructions for regional implementation.
	Guide and provide technical inputs to HRD and CID teams on capability building programs for Schools Divisions ES and teachers regarding the basic education curriculum.
	Guide the development of concept papers and program proposals on curriculum innovation, localization, and indigenization for approval and possible funding.
	Guide the development and implementation of region initiated programs related to the curriculum for technical soundness and relevance.
	Present to the regional management, progress and evaluation reports on region initiated programs for appropriate management action.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	Guides the development of programs and strategies to localize, indigenize, contextualize competencies in the curriculum per subject area.
	Guide the development of systems and mechanisms for managing and monitoring the localized and Indigenized curriculum.
	Submit to the regional management policy recommendations to guide the localization and indigenization of the basic education curriculum.



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LEARNING DELIVERY	Develops and implements advocacy programs on effective localized delivery modes to encourage learning and innovation.
	Recommends policies on learning delivery arising from evaluation studies and researches for adoption in the region.
LEARNING RESOURCE	Establish and sustain operations of the SDO Learning Resource Center and a functional Learning Resource Management and Development System (LRMDS).
	Provide oversight to the development of Localized/indigenized learning materials for school division's use by the LR Development Teams.
LEARNING OUTCOMES ASSESSMENT	Report to the regional management team result of assessment reports on learning outcomes across the various schools division and causes of such outcomes.
	Submit to the Regional Director Policy recommendations related to improving learning outcomes in the region.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	Submits to regional management policy recommendations on curricular support activities for regional adoption.
RESEARCH	Review research findings and policy recommendations and provide directions in research utilization as well as research areas to pursue.
TECHNICAL ASSISTANCE	Lead the CID team in consolidating needs for technical assistance on Curriculum implementation for the schools division.
	Presents to management periodic reports on the progress of technical assistance in: – Lowest performing districts and schools – Curriculum implementation and instructional delivery
	Submits to the schools division and regional management, policy recommendations arising from reports of results evaluation of the provision of technical assistance.



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UNIT PERFORMANCE	Prepare and manage the budget for CIDs resource requirements and submits this to be part of the Regional Budget.
	Manage personnel work assignments to ensure equitable work distribution towards the accomplishment of division goals and targets.
	Integrates and submits accomplishment report of the Division to inform RO management of progress, issues, and challenges for corrective action.
	Submits M & E Report/ Results of CID Operations to inform management of progress.
	Prepares and submits an Annual Procurement Plan of CID to schedule expense requirements.
	Conduct Performance Appraisal Feedback and Ratings on direct reports towards continuous improvement of performance.
	Prepares and implements a Professional Development Plan for CID personnel
	Attend management and coordination meetings and conduct staff meetings to ensure the flow of information and communication critical to the operational efficiency and effectiveness of the unit.
	Conducts regular CID Meetings for regular updates and work coordination.
	Cultivate a supportive environment for the staff to perform and meet targets through continuous workplace improvement and establishing enabling structures and systems.

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



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- 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 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
March 17, 2026	Submission of Pertinent Papers	Receiving Section
March 18-20, 2026	Initial Evaluation	HRMO
March 23-24, 2026	Assessment of Papers	HRMPSB
March 25-26, 2026	Interview	HRMPSB
March 27, 2026	Written Exam/Skills Test	HRMO/Secretariat
March 30, 2026	Open Ranking	HRMPSB
April 2, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **March 17, 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. 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. 07, s. 2023; D.O. 19, s. 2025 & D.O. 21, s. 2024

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 3, 2026*



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