



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

June 29, 2026

DIVISION MEMORANDUM
OSDS NO.: 117 s. 2026

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
Master Teacher II – Elementary (OSEC-DECSB-MTCHR2-750891-1998)	SG 19 (Php 59,153.00)	1	East Cluster
Teacher III (OSEC-DECSB-TCH3-840062-2010) (OSEC-DECSB-TCH3-840008-2021)	SG 13 (Php 36,125.00)	2	West Cluster North Cluster
Teacher III- Secondary (OSEC-DECSB-TCH3-840421-2022)	SG 13 (Php 36,125.00)	1	Tacurong NHS
Teacher II (SHS- Academic Track and Core Subjects) (OSEC-DECSB-TCH2-840280-2023)	SG 12 (Php 33,947.00)	1	CSDT

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 2025) with Work Experience Sheet;
- 3.3 Photocopy of Voter's ID and/or any proof of residency;



Address: Alunan Highway, Poblacion, Tacurong City 9800
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- 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
July 9, 2026	Submission of Pertinent Papers	Receiving Section
July 10-14, 2026	Initial Evaluation	HRMO
July 15-20, 2026	Assessment of Papers	HRMPSB
July 21-23, 2026	Classroom Observation	Sub-Committees
July 24-28, 2026	Portfolio Annotations and BEI	Sub-Committees
July 30, 2026	Open Ranking	HRMPSB



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August 4, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB
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5. The deadline for submission of pertinent papers to this Office is on **July 9, 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.
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.

CARLOS G. SUSARNO, Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated.
Reference/s: D.O. 020, s. 2024; D.O. 019, s.2025, & D.O 034, s.2025
Allotment:
To be indicated in the Perpetual Index under the following subjects
POSITIONS QUALIFICATIONS VACANCIES

GPO/HR/ANNOUNCEMENT OF VACANCIES FOR TEACHING POSITIONS
June 29, 2026



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Enclosure 1 to Division Memorandum OSDS-2026- 117

NOTICE OF VACANCIES
Master Teacher II (Elementary)
Teacher III (Elementary and Secondary)
Teacher II (SHS- Academic Track and Core Subjects)

Qualification Standards for Master Teacher II (Elementary)

- Education:** Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
- Experience:** 5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers
- Training:** 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired with the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher);
- Eligibility:** RA 1080, as amended (Teacher-Elementary/Secondary)

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



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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

**Qualification Standards for Teacher II
(SHS- Academic Track and Core Subjects)**

Education: Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject

Experience: 1 year experience in teaching or industry work in relevant strand/subject

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

Eligibility: RA 1080, as amended (Teacher-Secondary) for permanent appointments. None required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring

Performance Requirements:

COIs – At least 6 Proficient COIs at Very Satisfactory

NCOIs – At least 4 Proficient NCOIs at Very Satisfactory



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**Qualification Standards for Teacher III
(Elementary and Secondary)**

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

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 an 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



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