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

November 16, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 214

ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION 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
School Principal I (OSEC-DECSB-SP1-840468-2010) (OSEC-DECSB-SP1-840462-2010)	SG 19 (Php 59,153.00)	2	SDO Tacurong

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 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

Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph

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
November 27, 2026	Submission of Pertinent Papers	Receiving Section
December 1-4, 2026	Initial Evaluation	HRMO
December 7-11, 2026	Assessment of Papers	HRMPSB
December 14, 2026	Written Exam/Skills Test	Sub-Committees
December 15-16, 2026	Interview	HRMPSB
December 21, 2026	Open Ranking	HRMPSB
December 22, 2026	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **November 27, 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. 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.**

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10. For immediate and widest dissemination.

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

Enclosure: None
Reference/s: D.O. 07, s. 2023; D.O. 19, s. 2025
Allotment:
To be indicated in the Perpetual Index under the following subjects
POSITIONS *QUALIFICATIONS* *VACANCIES*

*GPO/ADMIN-HR/*ANNOUNCEMENT OF VACANCIES FOR SCHOOL ADMINISTRATION POSITIONS/
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Enclosure 1 to Division Memorandum OSDS-2026-214

NOTICE OF VACANCIES
School Principal I

Qualification Standards for School Principal I

Education:	Master's degree in Education, or Educational Management, Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
Experience:	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
Training:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Eligibility:	RA 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
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

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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