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

November 26, 2026

DIVISION MEMORANDUM
OSDS – 2026 - 222

ANNOUNCEMENT OF VACANCIES FOR TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
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 I (OSEC-DECSB-MTCHR1-752689-1998)	SG 18 (Php 53,818.00)	1	West Cluster
Teacher III (OSEC-DECSB-TCH3-840025-2008)	SG 12 (Php 36,125.00)	1	Central Cluster

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 2025) 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 by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non classroom observable indicators.
3.13.1 Neuro-Psychiatric Evaluation Result (Highly encouraged to be submitted for consideration in future appointments).

4. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

DATE	ACTIVITY	PERSON RESPONSIBLE
December 10, 2026	Submission of Pertinent Papers	Receiving Section
December 11-17, 2026	Initial Evaluation	HRMO
December 18-23, 2026	Assessment of Papers	HRMPSB
January 11-15, 2027	Classroom Observation	Sub-Committees
January 18-22, 2027	Portfolio Annotations and BEI	Sub-Committees
January 26, 2027	Open Ranking	HRMPSB
January 27, 2027	Consolidation of Assessment and Final Deliberation	HRMPSB

5. The deadline for submission of pertinent papers to this Office is on **December 10, 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.

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

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. 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*

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Enclosure 1 to Division Memorandum OSDS-2026-_222

NOTICE OF VACANCIES

Master Teacher I (Elementary)

Teacher III (Elementary)

Qualification Standards for Master Teacher I (Elementary)

Education:	Master's degree in Education, or Educational Leadership; or Educational Management, or relevant subject or learning area
Experience:	5 years teaching experience
Training:	24 hours of training in any or cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours if training in Instructional Supervision acquired within 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)

Performance Requirements:

COIs – 21 Proficient COIs at Outstanding

NCOIs – 8 Proficient NCOIs at Very Satisfactory
8 Proficient NCOIs at Outstanding

DUTIES AND RESPONSIBILITIES **Master Teacher I**
1. Attends professional meetings, in-service trainings and related activities for self-growth and advancement.
2. Prepares daily logs and visual aids related to the lesson.
3. Conducts remedial episodes classes for slow learners
4. Updates parents on children's progress and problems through dialogues, conferences and PTA meetings
5. Assists the guidance counselor in handling students with problems
6. Gets involved in community and civic-organization activities.
7. Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.
8. Observes proper decorum
9. Conducts echo seminars for co-teachers.
10. Mentors co-teachers in content and skills difficulties
11. Helps in the proper and accurate dissemination/implementation of school policies.
12. Assists principals in instructional monitoring of teachers.
13. Guides co-teachers in the performance of duties and responsibilities

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14. Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns
15. Initiates projects and programs that will enhance the curriculum
16. Makes the needed instructional materials available to teachers and students
17. Assists school heads in class monitoring
18. Conducts in-depth studies or action researches on instructional problems
19. Coordinates with the grade chairman in disseminating information about school problems, awards, promotion
20. Conducts demonstration teaching sharing effective techniques or strategies and helps identify potential demonstration teachers
21. Monitors the maintenance of discipline between and among teachers and learners
22. Assists in designing capacity development programs for teachers
23. Serves as trainer in school-based INSET
24. Evaluatyes teacher-made tests and interpret results
25. Checks regularly lesson plans of teachers in the assigned grade/subject area
26. Carries regular teaching load for the grade/subject area
27. Serves as a demonstration teacher

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

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

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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