



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



August 29, 2023

Division MEMORANDUM  
No. 322, s. 2023

**SUBMISSION OF APPLICATION FOR VACANT TEACHER II POSITION**

To: Asst. Schools Division Superintendent  
Members of the HRMPSB  
All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the Recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time.
2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application to the following vacant and anticipated vacant positions in the Schools Division of Tabuk City:

| Position   | Minimum Qualification Standards                                                          |               |                            |                   |
|------------|------------------------------------------------------------------------------------------|---------------|----------------------------|-------------------|
|            | Education                                                                                | Training      | Experience                 | Eligibility       |
| Teacher II | BSED or Bachelor's degree plus 18 professional units in Education with appropriate major | None Required | 1 year relevant experience | RA 1080 (Teacher) |

3. All interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their application.
4. Application must be submitted in four (4) copies, each enclosed in a properly labeled folder, one (1) of which is the original copy and three (3) are photocopies of the original with appropriate tabbing consistent with the order of the documentary requirements stated in this memorandum.
5. The place of submission of all applications is at the Records Section of the Schools Division of Tabuk City **not later than 3:00 p.m. of September 8, 2023** with



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the following mandatory (Items a-h) and non-mandatory (Items i.1-i.6) documentary requirements:

a. Letter of Intent address to:

BENEDICTA B. GAMATERO PhD, CESO V  
Schools Division Superintendent  
Schools Division of Tabuk City

- b. Checklist of Requirements and Notarized 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 Form provided by the HR office,
- c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
- d. Valid and updated PRC License
- e. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees,
- f. Certificates of Training,
- g. Duly signed Service Records,
- h. Duly signed Performance Rating in the last three (3) rating periods,

Other non-mandatory documentary requirements:

- i. Means of Verification showing Outstanding Accomplishments along:
  - 1. Outstanding Employee Award
  - 2. Award related to scouting
  - 3. Innovation
  - 4. Research and Development Projects
  - 5. Publication/Authorship
  - 6. Resource Speaker/Facilitator/Writer/Presenter/Trainer
- 6. Individuals who failed to submit the complete and fully accomplished mandatory requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.
- 7. Regional Memorandum No. 178, s. 2020 will be used as reference and scoring mechanism in the comparative assessment of the qualified pool of applicants for the vacant position/s stated in this Memorandum.
- 8. The Process of Comparative Assessment is covered by the following schedule of activities:



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| Activities                                                               | Inclusive Dates       | Days |
|--------------------------------------------------------------------------|-----------------------|------|
| 1. Submission of application                                             | Aug. 29-Sept. 8, 2023 | 10   |
| 2. Evaluation of the completeness and veracity of submitted documents    | Sept. 11, 2023        | 1    |
| 3. Initial Evaluation of the Qualification of Applicants                 | Sept. 12, 2023        | 1    |
| 4. Conduct of Written Examination, and Behavioral Events Interview (BEI) | Sept. 13, 2023        | 1    |
| 5. Paper Evaluation and Open Ranking System                              | Sept. 14-15, 2023     | 2    |
| 6. Review and Finalization of the Comparative Assessment Result (CAR)    | Sept. 25, 2023        | 1    |
| 7. Posting of the CAR                                                    | Sept. 26-Oct. 6, 2023 | 10   |
| 8. Submission of the CAR to the Schools Division Superintendent          | October 9, 2023       | N/A  |

9. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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