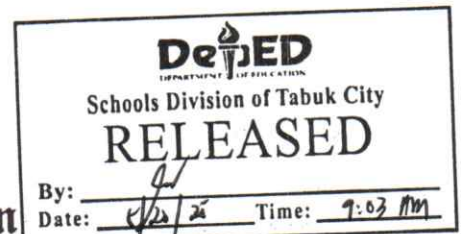




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



May 19, 2025

Division MEMORANDUM
No. 209, s. 2025

**SUBMISSION OF APPLICATION FOR VARIOUS VACANT AND ANTICIPATED
VACANT POSITIONS IN THE SCHOOLS DIVISION OF TABUK CITY**

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 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 20, s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), announces the submission of application for various vacant and anticipated vacant positions stipulated in Enclosure 1 of this Memorandum **not later than 3:00 p.m. of May 30, 2025 at the Records Section.**

2. Application is open to 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). All applicants must register and obtain their application code through this link: tinyurl.com/sdotccodeapp. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**

3. All applicants are hereby instructed to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long white folder** (See Annex A). Each set must include the following:

Mandatory documentary requirements:

- a. Application Letter/Intent Letter citing the position/s and Plantilla Item Number/s of positions being applied addressed to:

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

- b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the submitted documents and duly accomplished Data Privacy Consent Form.
c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
d. Valid and updated PRC License or Appropriate Certificate of Eligibility



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- e. Copy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),
- f. Duly signed Service Records or Certificate of Employment,
- g. Copy of latest/current Performance Rating with at least a Very Satisfactory Rating
- h. Copy of Certificate of Training or professional development programs attended,
- i. **Other mandatory documentary requirements for applicants to higher teaching positions:** Copy of the Individual Performance Commitment Review Form (IPCRF) covering the Performance Requirement (COIs and NCOIs rating) of the position applied for.

Non-mandatory documentary requirements to Non-Teaching Positions:

- a. Means of Verification for Outstanding Accomplishments:
 - 1. Certificate of Recognition for Awards and Recognition,
 - 2. Research and Innovation,
 - 3. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
 - 4. Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
 - 5. Certificate of Recognition as NEAP Accredited Learning Facilitator
- b. Proof of Application of Education,
- c. Proof of Application of Learning and Development

4. Individuals who failed to submit the complete and fully accomplished mandatory documentary 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.

5. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of an administrative or criminal case/s against the person concerned.

6. The process of the comparative assessment for this application shall be covered by the following schedule:



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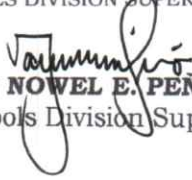
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Activities	Inclusive Dates	Venue
1. Acceptance of applications	May 19-30, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	June 2-4, 2025	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	June 5, 2025	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	June 10, 2025	Conference Hall/Identified Schools
5. Paper evaluation and conduct of the Open Ranking System	June 11, 13, 2025	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	June 16, 2025	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent	June 16, 2025	

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT


JAN NOVEL E. PEÑA
Assistant Schools Division Superintendent



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ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT

Address

TEACHER III
Application Code
Contact Number

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data Sheet

Education

Trainings

Experience

Outstanding
Accomplishments

Performance Rating

Eligibility Rating

General Weighted
Average

Application of
Learning and Dev't



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VACANT POSITIONS AND QUALIFICATION STANDARDS

A. Teaching Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				Eligibility
	Education	Training	Experience	Performance Requirement	
MASTER TEACHER I OSEC-DECSB- MTCHR1-90105-1998	BEED or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 21 Highly Proficient COIs at Outstanding and at least 8 Proficient NCOIs at VS and Proficient NCOIs Outstanding	RA 1080 (LPT)
MASTER TEACHER I OSEC-DECSB- MTCHR1-90544-1998	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 21 Highly Proficient COIs at Outstanding and at least 8 Proficient NCOIs at VS and Proficient NCOIs Outstanding	RA 1080 (LPT)
TEACHER III 1. OSEC-DECSB- TCH3-90162-2014 2. OSEC-DECSB- TCH3-90624-1998 3. OSEC-DECSB- TCH3-90109-2009	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 12 Proficient COIs at VS and at least 8 Proficient NCOIs at VS	RA 1080 (LPT)



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TEACHER III 1. OSEC-DECSB-TCH3-90082-2005 2. OSEC-DECSB-TCH3-90321-2022 3. OSEC-DECSB-TCH3-90507-2000	BSED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 12 Proficient COIs at VS and at least 8 Proficient NCOIs at VS	RA 1080 (LPT)
TEACHER III One (1) Anticipated Vacancy	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 12 Proficient COIs at VS and at least 8 Proficient NCOIs at VS	RA 1080 (LPT)
TEACHER III Two (2) Anticipated Vacancy	BSED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 12 Proficient COIs at VS and at least 8 Proficient NCOIs at VS	RA 1080 (LPT)
TEACHER II Four (4) Anticipated Vacancies	BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 6 Proficient COIs at VS and at least 4 Proficient NCOIs at VS	RA 1080 (LPT)
TEACHER II Five (5) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 6 Proficient COIs at VS and at least 4 Proficient NCOIs at VS	RA 1080 (LPT)

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TEACHER II (SHS) 1. OSEC-DECSB-TCH2-90564-2017 2. OSEC-DECSB-TCH2-90308-2017 3. OSEC-DECSB-TCH2-90022-2019 4. OSEC-DECSB-TCH2-90311-2017	For ACAD: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject For TVL: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	For ACAD: None Required For TVL: At least NC II + TMC I *Appropriate to the specialization	For ACAD: None Required For TVL: 6 months relevant or 6 months of industry work experience	At least VS in the last rating period covering 1-year complete performance cycle plus at least 6 Proficient COIs at VS and at least 4 Proficient NCOIs at VS	• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring • Practitioners (parttime only): None required
TEACHER I (SHS) Four (4) Anticipated Vacancies	For ACAD: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 15 units of specialization in the relevant strand/subject For TVL: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	For ACAD: None Required For TVL: At least NC II + TMC I *Appropriate to the specialization	For ACAD: None Required For TVL: 6 months relevant or 6 months of industry work experience	None required	• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring • Practitioners (parttime only): None required
TEACHER I OSEC-DECSB-TCH1-90034-2021	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	None required	RA 1080 (LPT)
TEACHER I Four (4) Anticipated Vacancies	BEED or Bachelor's degree plus 18 professional units in Education	None Required	None Required	None required	RA 1080 (LPT)
TEACHER I Five (5) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	None required	RA 1080 (LPT)



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B. School Administration Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards			
	Education	Training	Experience	Performance Requirement
HEAD TEACHER III OSEC-DECSB- HTEACH3-90021- 2008	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units	24 hours relevant	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	At least VS in the latest rating period covering 1-year complete cycle
HEAD TEACHER II One (1) Anticipated Vacancy	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units	24 hours relevant	Head Teacher for 1 year or TIC for 1 year or Teacher for 4 years	At least VS in the latest rating period covering 1-year complete cycle
HEAD TEACHER I One (1) Anticipated Vacancy	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units	24 hours relevant	TIC for 1 year; or Teacher for 3 years	At least VS in the latest rating period covering 1-year complete cycle

C. Non-teaching Position

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards			
	Education	Training	Experience	Performance Requirement
SECURITY GUARD I OSEC-DECSB- SECG1-90070-1998	High School Graduate	None required	None required	For applicants with work experience: At least VS in the latest rating period covering 1-year complete cycle
				For applicants with no experience: None Required

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