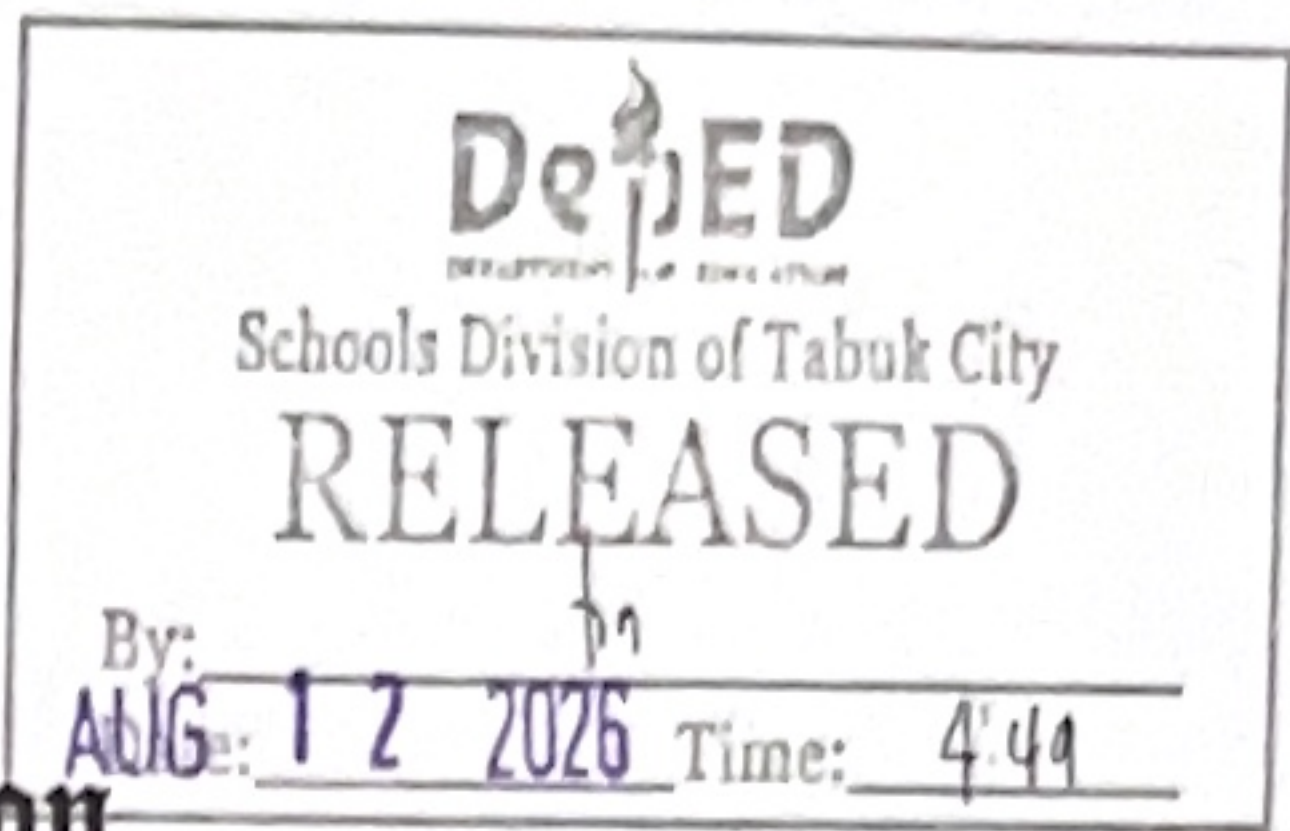




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



August 11, 2026

DIVISION MEMORANDUM
No. **362**, s. 2026

NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF TABUK CITY

To: Assistant 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. 021, s. 2024 – Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), announces the submission of application for various vacant positions as follows:

Position Title/SG	Administrative Officer I (Cashier I), SG 10 (Php 26,917.00)		
Item No.:	OSEC-DECSB-ADOF1-90015-2004		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Place of Assignment	SDO Tabuk City		

Position Title/SG	Administrative Assistant III (Secretary II), SG 9 (Php24,329.00)		
Item No.:	OSEC-DECSB-ADAS3-90008-2015		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training to the position (office management skills, computer skills)	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
Place of Assignment	SDO Tabuk City		



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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Position Title/SG	Administrative Assistant III (Bookkeeper II), SG 9 (Php24,329.00)		
Item No.:	OSEC-DECSB-ADAS3-90078-2014		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
Place of Assignment	SDO Tabuk City		

Position Title/SG	Administrative Assistant II (Bookkeeper I), SG 8 (Php22,423.00)		
Item No.:	OSEC-DECSB-ADAS2-90181-2017 OSEC-DECSB-ADAS2-90061-2018		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
Place of Assignment	SDO Tabuk City		

Position Title/SG	Administrative Aide VI (Clerk III), SG 6 (Php19,716.00)		
Item No.:	OSEC-DECSB-ADA6-90019-2016 OSEC-DECSB-ADA6-90012-2016		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)
Place of Assignment	SDO Tabuk City		

Position Title/SG	Administrative Aide IV, SG 4 (Php17 506.00)		
Item No.:	OSEC-DECSB-ADA4-90033-2004		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)
Place of Assignment	SDO Tabuk City		



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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-2. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**

2. The following are the documentary requirements:
- Application Letter/Intent Letter citing the position/s and Plantilla Item Number/s of positions being applied addressed to:

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent
Schools Division of Tabuk City

- Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2026) with Work Experience Sheet,
- Photocopy of valid and updated PRC License or Appropriate Certificate of Eligibility
- Photocopy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),
- Photocopy of Certificate of Training or professional development programs attended,
- Photocopy of duly signed Service Records or Certificate of Employment,
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior of the deadline of submission with at least a Very Satisfactory Rating
- Photocopy of Certificate of Training or professional development programs attended,
- 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 (<https://tinyurl.com/checklistcav25>).

Other documents, if applicable:

I. A. Means of Verification for Outstanding Accomplishments:

- Certificate of Recognition for Awards and Recognition,
- Research and Innovation,
- Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
- Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
- Certificate of Recognition as NEAP Accredited Learning Facilitator

B. Proof of Application of Education,

C. Proof of Application of Learning and Development

II. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (g) is not relevant to the position to be filled.

III. Copy of General Weighted Average (GWA) for the positions with no required experience.

3. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.



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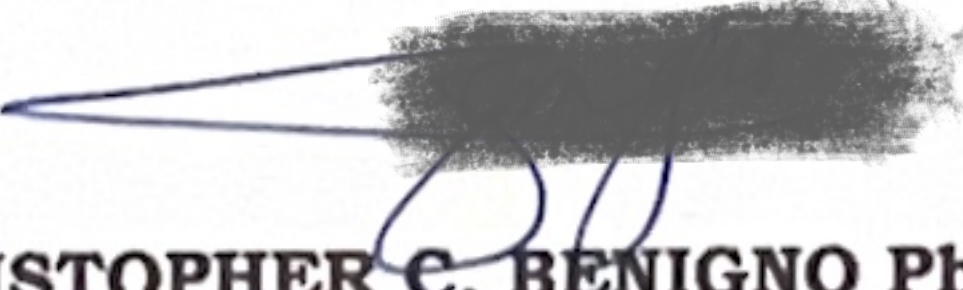
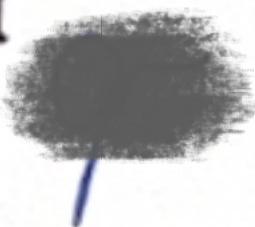
4. Interested and qualified applicants are advised to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long folder** (See Annex A), to the Records Section or send through email (tabuk.city@deped.gov.ph) on or before **August 24, 2026, not later than 3:00 pm.**

Follow the color coding for each position: Administrative Officer I - **Green**
Administrative Assistant III - **Red**
Administrative Assistant II- **Yellow**
Administrative Aide VI - **Blue**
Administrative Aide IV- **Brown**

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

Activities	Inclusive Dates	Venue
1. Acceptance of applications	August 11, 2026 – August 24, 2026	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	August 24-27, 2026	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	September 1, 2026	HRMPSB Bulletin Board
4. Conduct of assessment of potentials	September 3, 2026	Conference Hall
5. Paper evaluation and conduct of the Open Ranking System	September 3, 2026	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	September 7-14, 2026	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent	September 7, 2026	

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


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent 



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ANNEX A
Sample Labeling

NAME OF APPLICANT

Address

ADMINISTRATIVE OFFICER I

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

PRC License/
Eligibility Rating

Application of
Learning and Dev't



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