



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



February 7, 2024

Division MEMORANDUM
 No. 50, s. 2023

SUBMISSION OF APPLICATION FOR VACANT SPECIAL EDUCATION TEACHER I POSITION

To: Asst. Schools Division Superintendent
 Members of the HRMPSE
 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 (HRMPSE) 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
Special Education Teacher I (2 Vacant Positions)	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	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. Applicants are required to register online to this link: <https://tinyurl.com/JOBAPPTBKCTY> prior to submission of their folders for 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.



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





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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 February 16, 2023** with 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 Specialized Trainings, if any
- g. Duly signed Service Records,
- h. Duly signed Performance Rating and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.

Additional requirements for SPED Elementary Applicants

- a. He/She must possess any of the following qualifications:

Educational Qualification	Requirement
BSEEd – BS in Special Education	With Specialization in SPED-Undergraduate
BSEEd/BSSPED	With 18 units MA-SPED and 3 years actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating
BSEEd/BSSPED	With 12 units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating



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BSEEd/BSE	With 9 units MA-SPED and 6 years actual teaching in SPED
BSEEd/BSSPED/BSE	With teaching experience in SPED or Inclusive Setting VS Performance Rating

In cases where applicants do not have the appropriate educational qualifications for SPED, they may still be evaluated but shall be categorized separately from those who have met the said requirements.

b. He/She must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.

c. A certification from the Principal that the applicant has had a Very Satisfactory Performance Rating for the last three (3) years must be submitted as part of the application.

Additional requirements for SPED Secondary Applicants

He/She must possess any of the following qualifications:

- Bachelor of Secondary Education, major in Special Education
 - Bachelor of Secondary Education plus 18 units in Special Education in the Graduate Level
 - Bachelor of Secondary Education plus 15 units in Special Education with two (2) years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
 - Bachelor of Secondary Education plus 12 units in Special Education with four (4) years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
 - Bachelor of Secondary Education plus 9 units in Special Education with six (6) years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year
 - Bachelor of Secondary Education plus 2 years of very satisfactory teaching experience as a SPED teacher
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.



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7. Department of Education Order 007 s. 2015 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:

Activities	Inclusive Dates	Days
1. Submission of application	Feb 7-16, 2024	9
2. Evaluation of the completeness and veracity of submitted documents		1
3. Initial Evaluation of the Qualification of Applicants		5
4. Conduct of Written Examination, and Behavioral Events Interview (BEI)		1
5. Paper Evaluation and Open Ranking System		1
6. Review and Finalization of the Comparative Assessment Result (CAR)		1
7. Posting of the CAR		7
8. Submission of the CAR to the Schools Division Superintendent	Immediately after the finalization of CAR	

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


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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