



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division Office - Tabuk City



January 10, 2025

Division Memorandum

No. 19, 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 January 20, 2025 at the Records Section.**

2. Application is open to all interested and qualified applicants, including persons with disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI). Applicants are required to register to this link: <https://tinyurl.com/JOBAPP2025>.

3. All applicants are advised to submit their duly labeled application folder in four (4) copies containing the following **mandatory documentary requirements**:

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

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

b. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,

c. Valid and updated PRC License or Appropriate Certificate of Eligibility

d. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,

e. Duly signed Service Records or Certificate of Employment,

f. Copy of the latest/current Performance Rating with at least a Very Satisfactory Rating

g. Copy of Certificate of Training or professional development programs attended,

h. 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.

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 for School Administration, Related-teaching and 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 a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

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

Activity	Inclusive Dates	Venue
1. Acceptance of applications	January 13-20, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	January 27-31, 2025	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	February 3, 2025	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	February 10-12, 2025	Conference Hall/ Identified schools
5. Paper evaluation and conduct of the Open Ranking System	February 13-14, 2025	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	February 17, 2025	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent	February 24, 2025	

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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 II OSEC-DECSB- MTCCHR2-90011- 2007	BSED or Bachelor's degree plus 18 professional units in education with appropriate major and 24 units for a Master's degree in education or its equivalent	4 hours relevant	1 year as Master Teacher I or 4 years as Teacher III	At least VS in the last rating period covering 1-year complete performance cycle plus at least 10 Highly Proficient COIs at Outstanding and at least 5 Highly Proficient NCOIs at VS and 5 Highly Proficient NCOIs at Outstanding	RA 1080 (LPT)
Master Teacher I (1) One (1) Anticipated Vacancy	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	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- TCH3-90105- 2012 2. OSEC-DECSB- TCH3-90398- 2019	BSED or Bachelor's degree plus 18 professional units in education	None required	2 years relevant	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 Vacancies	BSED or Bachelor's degree plus 18 professional units in education	None required	2 years relevant	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 Two (2) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in education	None required	1 year relevant	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 Two (2) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in education	None required	1 year relevant	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 Senior HS 1. OSEC-DECSB- TCH2-90564- 2017 2. OSEC-DECSB- TCH2-90308- 2017	<i>For Academic Track:</i> 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 <i>For TVL Track:</i> Bachelor's degree or completion of technical vocational course/s in the area of specialization	None Required	None required	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), if not must pass the LET within 5 years of hiring <i>Practitioners (part-time only); None required</i>
Teacher I Two (2) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in education	None required	None required	None Required	RA 1080 (LPT)
Teacher I Two (2) Anticipated Vacancies	BSED or Bachelor's degree plus 18 professional units in education	None required	None required	None Required	RA 1080 (LPT)
Special Education Teacher I OSEC-DECSB- SPET1-90500-2014	Bachelor's degree in education with specialization in Special Education	None required	None required	None required	RA 1080 (LPT)

B. School Administration Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				Eligibility
	Education	Training	Experience	Performance Requirement	
Head Teacher III OSEC-DECSB- HTEACH3-90016- 2007	BSED or Bachelor's degree with 18 professional units in education	24 hours relevant	HT for 2 years; or TTC for 2 years; or Teacher for 5 years	At least VS in the latest rating period covering 1-year complete cycle	RA 1080 (LPT)



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
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DepEd Tayo Tabuk City

C. Related-teaching Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				Eligibility
	Education	Training	Experience	Performance Requirement	
Education Program Specialist II OSEC-DECSB-EPS2-90004-2016	Bachelor's degree in Education or its equivalent	8 hours relevant	2-year experience in in education, research development, implementation or other relevant experience	At least VS in the latest rating period covering 1-year complete cycle	RA 1080, Career Service Professional (Second Level Eligibility)

D. Non-teaching Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				Eligibility
	Education	Training	Experience	Performance Requirement	
Administrative Officer I OSEC-DECSB-ADOF1-90018-2004	Bachelor's degree	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 work experience: None required	Career Service Professional (Second Level Eligibility)
Administrative Assistant II (Accounting Clerk) OSEC-DECSB-ADAS2-90060-2018	Completion of two years in college	4 hours relevant	1 year relevant	At least VS in the latest rating period covering 1-year complete cycle	Career Service Sub-Professional
Administrative Aide IV OSEC-DECSB-ADA4-90033-2004	Completion of two years studies in college or High Schools graduate with relevant vocational/trade course	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 work experience: None required	Career Service Sub-Professional



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