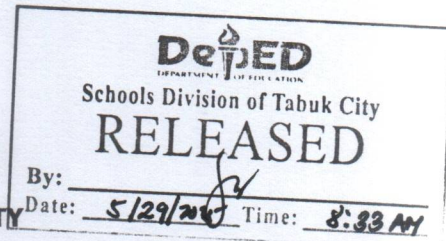




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



May 28, 2025

Division MEMORANDUM
No. 223, 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 June 9, 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-2. **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 green 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 (<https://tinyurl.com/checklistcav25>).
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
e. Copy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),



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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


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- 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.
4. For Teacher I anticipated vacancies, the CAR RQA 2025-2026 will be utilized. No need to submit application documents.
5. 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.
6. 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.
7. The process of the comparative assessment for this application shall be covered by the following schedule:


Activities	Inclusive Dates	Venue
1. Acceptance of applications	May 28, 2025- June 9, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	June 10-11, 2025	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	June 13, 2025	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	June 16-18, 2025	Conference Hall/Identified Schools
5. Paper evaluation and conduct of the Open Ranking System	June 19-24, 2025	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	June 25, 2025	HRMPSB Bulletin Board

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


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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ANNEX A

Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT

Address

TEACHER II
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



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VACANT POSITIONS AND QUALIFICATION STANDARDS

A. Teaching Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				
	Education	Training	Experience	Performance Requirement	Eligibility
SPECIAL SCIENCE TEACHER I (SHS) OSEC-DECSB-SPST1-90630-2017	Bachelor's degree in specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses	None Required	None Required	None required	RA 1080 (Teacher) Secondary; if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring
TEACHER II (SHS) OSEC-DECSB-TCH2-90127-2022	Bachelor's degree; or completion of technical-vocational course(s) in Electrical Installation and Maintenance (EIM)	At least NC II + TMC I in Electrical Installation and Maintenance (EIM)	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	<ul style="list-style-type: none"> 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) One (1) Anticipated Vacancy	Bachelor's degree; or completion of technical-vocational course(s) in Electrical Installation and Maintenance (EIM)	At least NC II in Electrical Installation and Maintenance (EIM)	None required	None required	<ul style="list-style-type: none"> 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



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