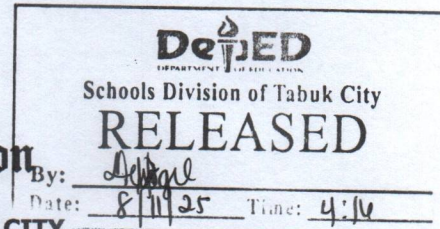




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



August 11, 2025

Division MEMORANDUM  
No. 333, 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 August 22, 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](https://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 folder** (See Annex A). Each set must include the following:

Follow the color coding for each position:

Teacher III (Elementary) - **Green**  
Teacher III (Secondary) - **Red**  
Teacher III (Senior High School) - **White**  
School Principal II - **Pink**  
School Principal I - **Royal Blue (Dark)**  
Administrative Aide VI - **Aqua Blue (Light)**

Teacher II (Elementary) - **Orange**  
Teacher II (Secondary) - **Yellow**  
Teacher II (Senior High School) - **Violet**  
Head Teacher I - **Brown**  
Attorney III - **Black**

**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



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- 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 2025) 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),
- 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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**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga


Activities	Inclusive Dates	Venue
1. Acceptance of applications	August 11-22, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	To be announced	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	To be announced	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	To be announced	Conference Hall/Identified Schools
5. Paper evaluation and conduct of the Open Ranking System	To be announced	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	To be announced	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent		

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

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 



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Tabuk City, Kalinga

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**ANNEX A**  
*Required Folder Color and Order of Documents/Labeling*

<b>NAME OF APPLICANT</b> Address  <b>ADMINISTRATIVE AIDE VI</b> Application Code Contact Number
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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				
	Education	Training	Experience	Performance Requirement	Eligibility
<b>TEACHER III (Elementary)</b> 1.OSEC-DECSB-TCH3-90109-2009 2. OSEC-DECSB-TCH3-90032-2016 3. OSEC-DECSB-TCH3-90028-2008	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching 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, as amended (Teacher-Elementary/Secondary)
<b>TEACHER III (Secondary)</b> 1.OSEC-DECSB-TCH3-90164-2012 2. OSEC-DECSB-TCH3-90349-2021 3.OSEC-DECSB-TCH3-90321-2022	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching 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, as amended (Teacher-Secondary)
<b>TEACHER III (Senior High School)</b> 1.OSEC-DECSB-TCH3-90104-2023 2. OSEC-DECSB-TCH3-90647-2016 3. OSEC-DECSB-TCH3-90700-2022	<b>For ACAD:</b> *Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	<b>For ACAD:</b> 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	<b>For ACAD:</b> 2 years experience in teaching or industry work in relevant strand/subject	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, as amended (Teacher-Secondary) for permanent appointments



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	<p>*Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject</p> <p><b>For TVL:</b></p> <p>*Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <p>*Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization</p>	<p><b>For TVL:</b></p> <p>National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization</p>	<p><b>For TVL:</b></p> <p>2 years experience in teaching or industry experience in relevant strand/area of specialization</p>		<p>• None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring</p>
<p><b>TEACHER III (Elementary)</b></p> <p>One (1) Anticipated Vacancy</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education</p>	<p>16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years</p>	<p>2 years teaching experience</p>	<p>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</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>
<p><b>TEACHER II (Elementary)</b></p> <p>OSEC-DECSB-TCH2-90059-2022</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education</p>	<p>8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years</p>	<p>1 year teaching experience</p>	<p>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</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>



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<p><b>TEACHER II (Senior High School)</b></p> <p>1. OSEC-DECSB-TCH2-90308-2017</p> <p>2. OSEC-DECSB-TCH2-90564-2017</p> <p>3. OSEC-DECSB-TCH2-90022-2019</p>	<p><b>For ACAD:</b></p> <p>*Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education</p> <p>*Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject</p> <p><b>For TVL:</b></p> <p>*Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <p>*Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization</p>	<p><b>For ACAD:</b></p> <p>8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years</p> <p><b>For TVL:</b></p> <p>National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization</p>	<p><b>For ACAD:</b></p> <p>1 year experience in teaching or industry work in relevant strand/subject</p> <p><b>For TVL:</b></p> <p>1 year experience in teaching or industry experience in relevant strand/area of specialization</p>	<p>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</p>	<p>• RA 1080, as amended (Teacher-Secondary) for permanent appointments</p> <p>• None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring</p>
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<b>TEACHER II (Elementary)</b>  Four (4) Anticipated Vacancies	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching 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, as amended (Teacher-Elementary/Secondary)
<b>TEACHER II (Secondary)</b>  Three (3) Anticipated Vacancies	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching 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, as amended (Teacher-Secondary)
<b>TEACHER II (Senior High School)</b>  Three (3) Anticipated Vacancies	<b>For ACAD:</b> *Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education *Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject	<b>For ACAD:</b> 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	<b>For ACAD:</b> 1 year experience in teaching or industry work in relevant strand/subject	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, as amended (Teacher-Secondary) for permanent appointments  • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring



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	<b>For TVL:</b> *Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education *Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	<b>For TVL:</b> National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	<b>For TVL:</b> 1 year experience in teaching or industry experience in relevant strand/area of specialization		
<b>TEACHER I (Elementary)</b>  Five (5) Anticipated Vacancies	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	None Required	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)
<b>TEACHER I (Secondary)</b>  Three (3) Anticipated Vacancies	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with atleast 18 professional units in Education	None Required	None Required	None Required	RA 1080, as amended (Teacher-Secondary)
<b>TEACHER I (Senior High School)</b>  Six (6) Anticipated Vacancies	<b>For ACAD:</b> *Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject plus 18 professional units in Education *Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15	<b>For ACAD:</b> None Required	<b>For ACAD:</b> None Required	None Required	•RA 1080, as amended (Teacher-Secondary) for permanent appointments • None required for provisional and contractual appointments; must pass the LET within 5 years



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	units of specialization in the relevant strand/ subject <b>For TVL:</b> *Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education *Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	<b>For TVL:</b> National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization	<b>For TVL:</b> None Required		after the date of first hiring
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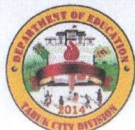


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## B. School Administration Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards				
	Education	Training	Experience	Performance Requirement	Eligibility
<b>SCHOOL PRINCIPAL II</b> OSEC-DECSB-SP2-90018-2023	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with atleast 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching and 2 years experience in school management and operations	At least VS in the latest rating period covering 1-year complete cycle	RA 1080, as amended (Teacher)
<b>SCHOOL PRINCIPAL I</b>  One (1) Anticipated Vacancy)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with atleast 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	At least VS in the latest rating period covering 1-year complete cycle	RA 1080, as amended (Teacher)
<b>HEAD TEACHER I</b> OSEC-DECSB-HTEACH1-90001-2021	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 units professional education units	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	At least VS in the latest rating period covering 1-year complete cycle	RA 1080 - Teacher



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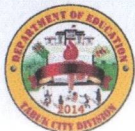
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**C. Non-teaching Positions**

<b>Position/Number of Vacancy/Plantilla Number</b>	<b>Minimum Qualification Standards</b>				
	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Performance Requirement</b>	<b>Eligibility</b>
<b>ATTORNEY III</b> OSEC-DECSB-ATY3-90026-2016	Bachelor of Law	4 hours of relevant training	One (1) year relevant experience	At least VS in the latest rating period covering 1-year complete cycle	RA 1080 (Bar)
<b>ADMINISTRATIVE AIDE VI</b> OSEC-DECSB-ADA6-90016-2016	At least Two year college level	None Required	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)



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