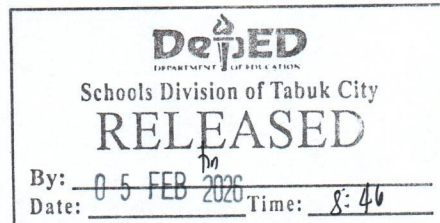




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



February 4, 2026

Division MEMORANDUM
No. 62, s. 2026

**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 February 16, 2026 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 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**
Master Teacher II (Secondary) - **Brown**

Teacher II (Elementary) - **Orange**
Teacher II (Secondary) - **Yellow**
Teacher II (Senior High School) - **Violet**
Master Teacher I (Secondary) - **Dark Blue**



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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 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.



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

Activities	Inclusive Dates	Venue
1. Acceptance of applications	February 04-16, 2026	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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ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT Address MASTER 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
	PRC License/Rating
	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
MASTER TEACHER II (Secondary) OSEC-DECSB-MTCHR2-90020-2000	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Satge III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	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, as amended (Teacher-Secondary)
MASTER TEACHER I (Secondary) One (1) Anticipated Vacancy	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Satge III (Highly Proficient Teacher)	5 years teaching experience	At least VS in the last rating period covering 1-year complete performance cycle plus 21 Proficient COIs at Outstanding and 8 Proficient NCOIs at VS; and 8 Proficient NCOIs at Outstanding	RA 1080, as amended (Teacher-Secondary)



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TEACHER III (Elementary) 1.OSEC-DECSB-TCH3-90050-2011 2.OSEC-DECSB-TCH3-90624-1998 3.OSEC-DECSB-TCH3-90109-2009 4.OSEC-DECSB-TCH3-90032-2016 5.OSEC-DECSB-TCH3-90028-2008 6.OSEC-DECSB-TCH3-90241-2007 7.OSEC-DECSB-TCH3-90621-1998	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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)
TEACHER III (Secondary) 1.OSEC-DECSB-TCH3-90321-2022 2.OSEC-DECSB-TCH3-90349-2021 3.OSEC-DECSB-TCH3-90082-2005 4.OSEC-DECSB-TCH3-90164-2012 5.OSEC-DECSB-TCH3-90166-2012	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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)
TEACHER III (Senior High School Teacher III – Academic Track and Core Subjects) 1.OSEC-DECSB-TCH3-90647-2016 2.OSEC-DECSB-TCH3-90104-2023 3.OSEC-DECSB-TCH3-90700-2022	*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 12 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 12 units towards Master's degree in the relevant strand/subject	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 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 • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring
TEACHER III (Senior High School Teacher III – Technical Vocational Track (TVL)) 1.OSEC-DECSB-TCH3-90654- 2016	*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	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical- vocational course(s) in the area of specialization	2 years experience in teaching or industry experience in relevant strand/area of specialization	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 • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring



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TEACHER II (Elementary) 1. OSEC-DECSB-TCH2-90059-2022 2. OSEC-DECSB-TCH2-90647-1998	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)
TEACHER II (Senior High School Teacher II – Academic Track and Core Subjects) 1. OSEC-DECSB-TCH2-90022-2019 2. OSEC-DECSB-TCH2-90564-2017 3. OSEC-DECSB-TCH2-90311-2017	*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	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 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
TEACHER II (Senior High School Teacher II – Technical Vocational Track (TVL)) 1. OSEC-DECSB-TCH2-90308- 2017	*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	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical- vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	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
TEACHER II (Elementary) Seven (7) Anticipated Vacancy	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)



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TEACHER II (Secondary) Five (5) Anticipated Vacancy	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)
TEACHER II (Senior High School Teacher II – Academic Track and Core Subjects) Three (3) Anticipated Vacancy	*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	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 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
TEACHER II (Senior High School Teacher II – Technical Vocational Track (TVL)) One (1) Anticipated Vacancy	*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	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	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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