

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **784** Series 2026

To: Assistant Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

DATE: **April 28, 2026**

SUBJECT: **SUBMISSION OF APPLICATION FOR VARIOUS VACANT POSITIONS IN THE SCHOOLS DIVISION OF TABUK CITY**

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 positions stipulated in Enclosure 1 of this Memorandum **not later than 3:00 p.m. of May 11, 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:

Administrative Officer IV (Procurement) - **Brown**

Administrative Officer II (Procurement Management Officer I) - **Blue**

Project Development Officer I - **Black**

Legal Assistant I - **Green**

Mandatory documentary requirements:

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

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent
Schools Division of Tabuk City



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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- 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,

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:

Activities	Inclusive Dates	Venue
1. Acceptance of applications	April 28, 2026-May 11, 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. Paper evaluation and conduct of the Open Ranking System	To be announced	Conference Hall






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5. Posting of the Comparative Assessment Result (CAR)	To be announced	HRMPSB Bulletin Board
6. Submission of the CAR to the Schools Division Superintendent		

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

CHRISTOPHER C. BENIGNO Phd, EdD, CESO VI
OIC-Schools Division Superintendent

FOR THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT


GINADINE L. BALAGSO
Assistant Schools Division Superintendent



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Email: tabuk.city@deped.gov.ph

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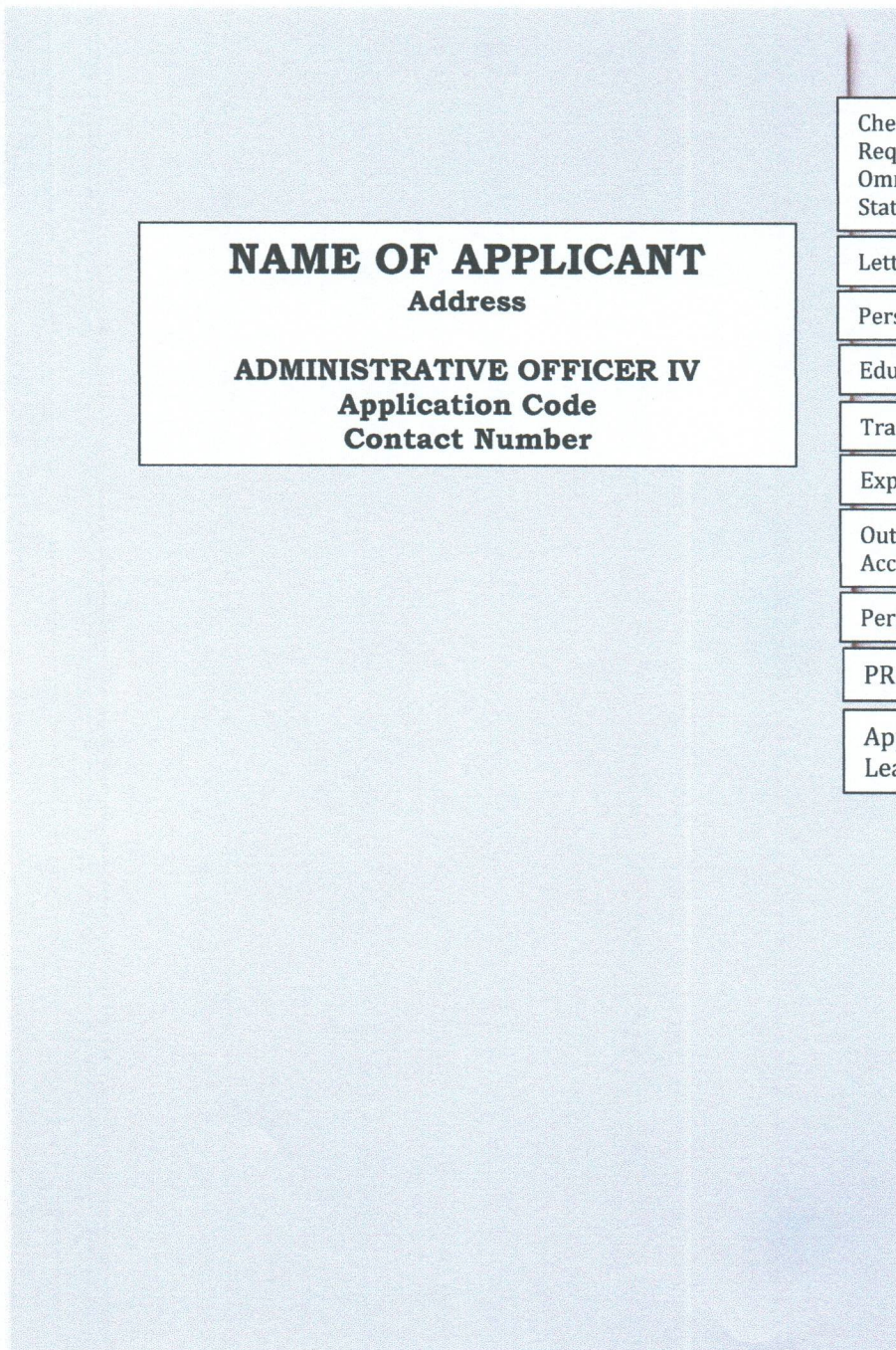


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ANNEX A
Required Folder Color and Order of Documents/Labeling



- 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



A. Non-Teaching Positions

Position/Number of Vacancy/Plantilla Number	Minimum Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Officer IV (Procurement) 1.OSEC-DECSB-ADOF4-90008-2026	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Procurement Management Officer I) 1.OSEC-DECSB-ADOF2-90007-2026	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Project Development Officer I 1.OSEC-DECSB-PDO-90166-2023	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Legal Assistant I 1.OSEC-DECSB-LEA1-90006-2026	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) Second Level Eligibility



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