

Republic of the Philippines

Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY

Office of the Schools Division Superintendent

May 20, 2026

DIVISION MEMORANDUM

No. **232** Series 2026

SUBMISSION OF APPLICATION FOR VARIOUS VACANT AND ANTICIPATED VACANT POSITIONS IN THE SCHOOLS DIVISION OF TABUK CITY

To: Assistant 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 1, 2026 at the schools where the vacancies exist or may submit 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 VI (Elementary) - Violet	Teacher III (Secondary) - Red
Teacher V (Elementary) - Blue	Teacher II (Secondary) - Yellow
Teacher IV (Elementary) - Brown	Teacher II (SHS) - White
Teacher III (Elementary) - Green	Teacher II (Elementary) - Orange

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
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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.


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 comparative assessment for this application shall be covered by the following schedule:

Activities	Inclusive Dates	Venue
1. Acceptance of applications	May 20, 2026- June 1, 2026	PACD, Records Section, Identified Schools
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, conduct of the PPST COIs (classroom Observation), NCOIs (Portfolio Annotations and BEI), and Open Ranking	To be announced	Identified Schools within the District
5. HRMPSB Review of the CAR submitted by the Sub-Committee	To be announced	Conference Hall
6. Posting of the Initial Assessment Report	To be announced	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent		

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

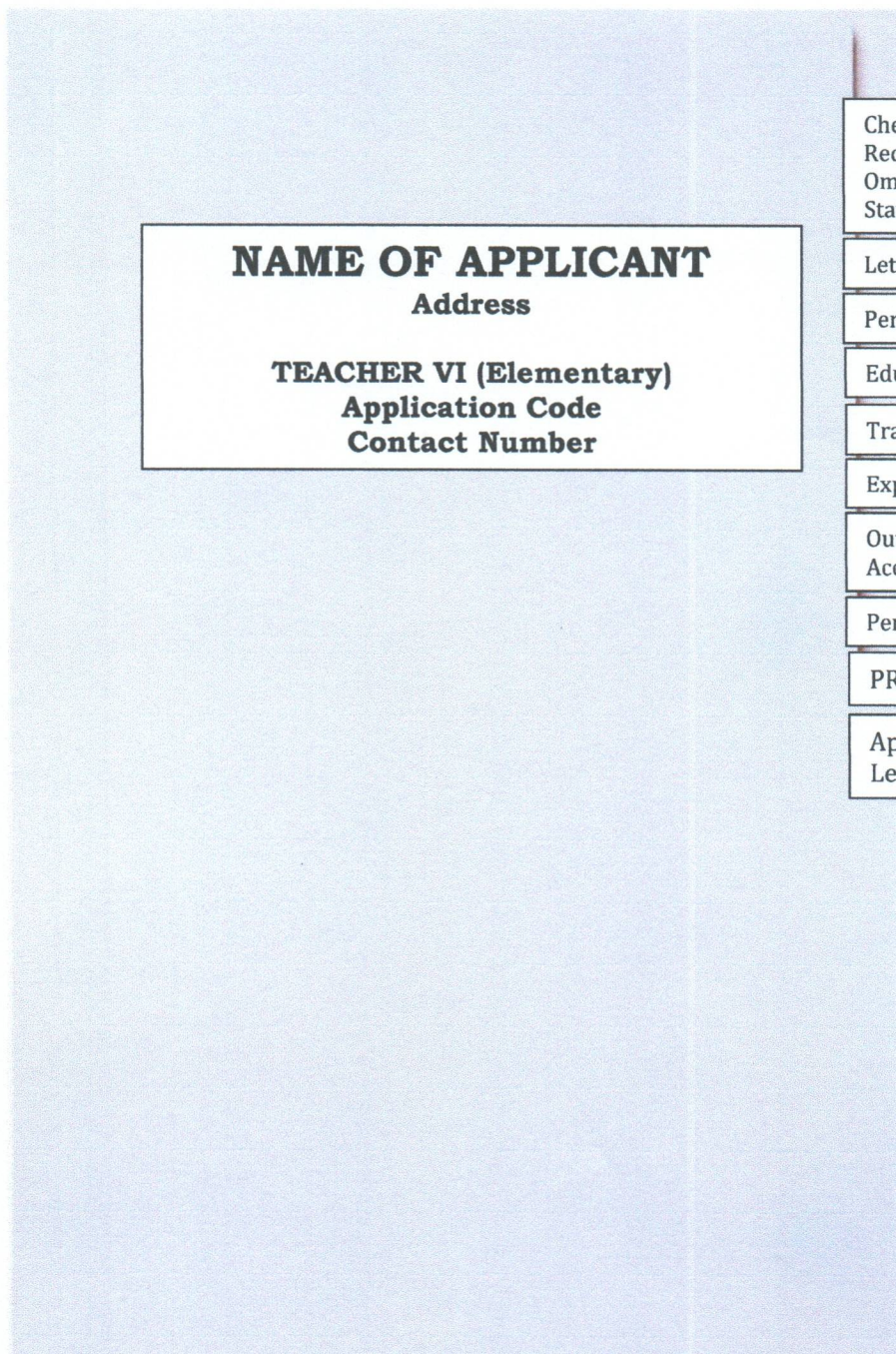

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
 OIC-Schools Division Superintendent





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ANNEX A
Required Folder Color and Order of Documents/Labeling



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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VACANT POSITIONS AND QUALIFICATION STANDARDS

A. Teaching Positions

Position/Number of Vacancy/Plantilla Number	Work Station	Minimum Qualification Standards				Eligibility
		Education	Training	Experience	Competency	
<p>TEACHER VI (Elementary) 1.OSEC-DECSB-TCH6-90147-2025 2. OSEC-DECSB-TCH6-90182-2025</p>	1.Paligatto ES 2.Burobor ES	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years teaching experience	Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 2: 1.1.2, 1.2.2, 1.3.2, 1.4.2, 1.5.2, 1.6.2, 1.7.2 Domain 2: Learning Environment Career Stage 2: 2.1.2, 2.2.2, 2.3.2, 2.4.2, 2.5.2, 2.6.2 Domain 3: Diversity of Learners Career Stage 2: 3.1.2, 3.2.2, 3.3.2, 3.4.2, 3.5.2 Domain 4: Curriculum and Planning Career Stage 2: 4.1.2, 4.2.2, 4.3.2, 4.4.2, 4.5.2 Domain 5: Assessment and Reporting Career Stage 2: 5.1.2, 5.2.2, 5.3.2, 5.4.2, 5.5.2 Domain 6: Community Linkages and Professional Engagement Career Stage 2: 6.1.2, 6.2.2, 6.3.2, 6.4.2 Domain 7: Personal Growth and Professional Development Career Stage 2: 7.1.2, 7.2.2, 7.3.2, 7.4.2, 7.5.2	RA 1080, as amended (Teacher-Elementary/Secondary)
<p>TEACHER V (Elementary) Two (2) Anticipated Vacancy</p>		Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience	Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 2: 1.1.2, 1.2.2, 1.3.2, 1.4.2, 1.5.2, 1.6.2, 1.7.2 Domain 2: Learning Environment Career Stage 2: 2.1.2, 2.2.2, 2.3.2, 2.4.2, 2.5.2, 2.6.2 Domain 3: Diversity of Learners Career Stage 2: 3.1.2, 3.2.2, 3.3.2, 3.4.2, 3.5.2 Domain 4: Curriculum and Planning Career Stage 2: 4.1.2, 4.2.2, 4.3.2, 4.4.2, 4.5.2 Domain 5: Assessment and Reporting Career Stage 2: 5.1.2, 5.2.2, 5.3.2, 5.4.2, 5.5.2 Domain 6: Community Linkages and Professional Engagement Career Stage 2: 6.1.2, 6.2.2, 6.3.2, 6.4.2 Domain 7: Personal Growth and Professional Development Career Stage 2: 7.1.2, 7.2.2, 7.3.2, 7.4.2, 7.5.2	RA 1080, as amended (Teacher-Elementary/Secondary)



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<p>TEACHER IV (Elementary)</p> <p>Two (2) Anticipated Vacancy</p>		<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)</p>	<p>3 years teaching experience</p>	<p>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 2: 1.1.2, 1.2.2, 1.3.2, 1.4.2, 1.5.2, 1.6.2, 1.7.2 Domain 2: Learning Environment Career Stage 2: 2.1.2, 2.2.2, 2.3.2, 2.4.2, 2.5.2, 2.6.2 Domain 3: Diversity of Learners Career Stage 2: 3.1.2, 3.2.2, 3.3.2, 3.4.2, 3.5.2 Domain 4: Curriculum and Planning Career Stage 2: 4.1.2, 4.2.2, 4.3.2, 4.4.2, 4.5.2 Domain 5: Assessment and Reporting Career Stage 2: 5.1.2, 5.2.2, 5.3.2, 5.4.2, 5.5.2 Domain 6: Community Linkages and Professional Engagement Career Stage 2: 6.1.2, 6.2.2, 6.3.2, 6.4.2 Domain 7: Personal Growth and Professional Development Career Stage 2: 7.1.2, 7.2.2, 7.3.2, 7.4.2, 7.5.2</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>
<p>TEACHER III (Elementary)</p> <p>Two (2) Anticipated Vacancy</p>		<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.1.1, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>
<p>TEACHER III (Secondary)</p> <p>1.OSEC-DECSB-TCH3-90092-2005</p>	<p>TCNHS</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.1.1, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</p>	<p>RA 1080, as amended (Teacher-Secondary)</p>



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<p>TEACHER II (Senior High School Teacher II - Technical Vocational Track (TVL))</p> <p>1.OSEC-DECSB-TCH2-90127-2022</p>	<p>BULO NHS</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.11, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</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>
<p>TEACHER II (Senior High School Teacher II - Academic Track and Core Subjects)</p> <p>1.OSEC-DECSB-TCH2-90026-2019</p>	<p>KNHS</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 *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>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 experience in teaching or industry work in relevant strand/subject</p>	<p>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.11, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</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>



<p>TEACHER II (Elementary)</p> <p>Two (2) 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>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>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.1.1, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>
<p>TEACHER II (Secondary)</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>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>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 1: 1.1.1, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 1.7.1 Domain 2: Learning Environment Career Stage 1: 2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.5.1, 2.6.1 Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1 Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1 Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1 Domain 7: Personal Growth and Professional Development Career Stage 1: 7.1.1, 7.2.1, 7.3.1, 7.4.1, 7.5.1</p>	<p>RA 1080, as amended (Teacher-Secondary)</p>



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