

Republic of the Philippines

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

Office of the Schools Division Superintendent

June 03, 2026

DIVISION MEMORANDUM

No. **245** 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 15, 2026 at as follows:**

Position	Place of Submission
Higher Teaching Positions	Schools where the vacancies exist or may submit at the Records Section
School Administration Positions, Non-Teaching Positions	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:

- | | |
|--|--|
| Master Teacher II - Violet | Teacher III (Secondary) - Red |
| Master Teacher I - Blue | Teacher II (Secondary) - Yellow |
| Teacher III (Elementary) - Green | Teacher II (SHS) - White |
| Teacher II (Elementary) - Orange | School Principal I - Pink |
| Project Development Officer I - Black | |



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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:

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-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



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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	June 3, 2026- June 15, 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	Conference Hall, 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		

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


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



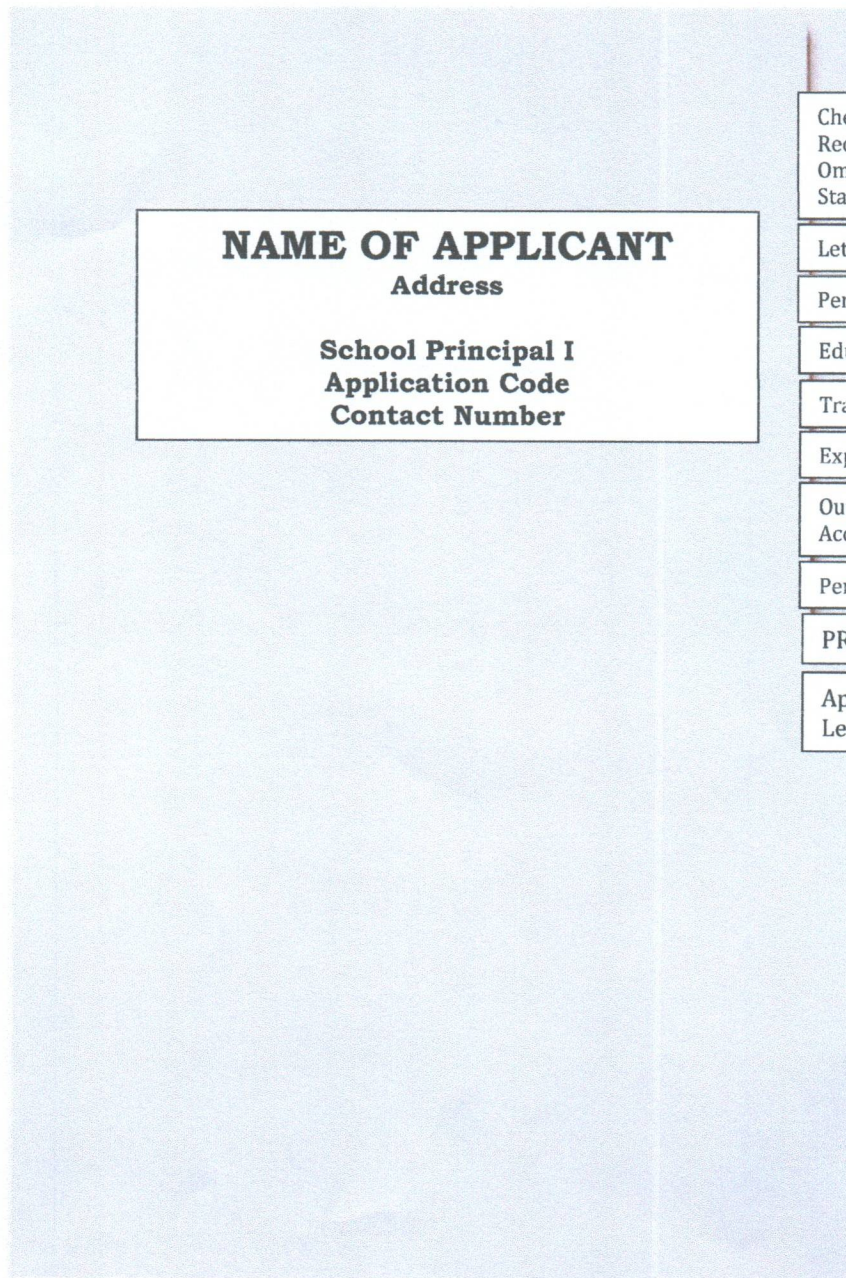
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ANNEX A
Required Folder Color and Order of Documents/Labeling



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	Work Station	Minimum Qualification Standards					Performance Requirement	Eligibility
		Education	Training	Experience	Competency			
<p>MASTER TEACHER II (Secondary)</p> <p>1. OSEC-DECSB-MTCHR2-90179-1998 2. OSEC-DECSB-MTCHR2-90113-1998</p>	<p>1. KNHS 2. TCNHS</p>	<p>Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area</p>	<p>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 Stage III (Highly Proficient Teacher)</p>	<p>5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers</p>	<p>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 3: 1.1.3, 1.2.3, 1.3.3, 1.4.3, 1.5.3, 1.6.3, 1.7.3 Domain 2: Learning Environment Career Stage 3: 2.1.3, 2.2.3, 2.3.3, 2.4.3, 2.5.3, 2.6.3 Domain 3: Diversity of Learners Career Stage 3: 3.1.3, 3.2.3, 3.3.3, 3.4.3, 3.5.3 Domain 4: Curriculum and Planning Career Stage 3: 4.1.3, 4.2.3, 4.3.3, 4.4.3, 4.5.3 Domain 5: Assessment and Reporting Career Stage 3: 5.1.3, 5.2.3, 5.3.3, 5.4.3, 5.5.3 Domain 6: Community Linkages and Professional Engagement Career Stage 3: 6.1.3, 6.2.3, 6.3.3, 6.4.3 Domain 7: Personal Growth and Professional Development Career Stage 3: 7.1.3, 7.2.3, 7.3.3, 7.4.3, 7.5.3</p>	<p>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</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>	
<p>MASTER TEACHER I (Secondary)</p> <p>Two (2) Anticipated Vacancy</p>		<p>Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area</p>	<p>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 Stage III (Highly Proficient Teacher)</p>	<p>5 years teaching experience</p>	<p>Reference: DepEd Order No. 42, s. 2017 Domain 1: Content Knowledge and Pedagogy Career Stage 3: 1.1.3, 1.2.3, 1.3.3, 1.4.3, 1.5.3, 1.6.3, 1.7.3 Domain 2: Learning Environment Career Stage 3: 2.1.3, 2.2.3, 2.3.3, 2.4.3, 2.5.3, 2.6.3 Domain 3: Diversity of Learners Career Stage 3: 3.1.3, 3.2.3, 3.3.3, 3.4.3, 3.5.3 Domain 4: Curriculum and Planning Career Stage 3: 4.1.3, 4.2.3, 4.3.3, 4.4.3, 4.5.3 Domain 5: Assessment and Reporting Career Stage 3: 5.1.3, 5.2.3, 5.3.3, 5.4.3, 5.5.3 Domain 6: Community Linkages and Professional Engagement Career Stage 3: 6.1.3, 6.2.3, 6.3.3, 6.4.3 Domain 7: Personal Growth and Professional Development Career Stage 3: 7.1.3, 7.2.3, 7.3.3, 7.4.3, 7.5.3</p>	<p>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</p>	<p>RA 1080, as amended (Teacher-Elementary/Secondary)</p>	

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<p>TEACHER III (Elementary) 1.OSEC-DECSB-TCH3- 90231-2007</p>	<p>TCCS</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or 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>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>TEACHER III (Secondary) 1.OSEC-DECSB-TCH3- 90220-2014</p>	<p>Aghannawag NHS</p>	<p>Bachelor's degree in Education; or Bachelor's degree in relevant subject or 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>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-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 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</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>National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization</p>	<p>1 year experience in teaching or industry relevant strand/area of specialization</p>	<p>Reference: DepEd Order No. 42, s. 2017</p> <p>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</p> <p>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</p> <p>Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1</p> <p>Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1</p> <p>Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1</p> <p>Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1</p> <p>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>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>
<p>TEACHER II (Elementary)</p> <p>One (1) 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>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</p> <p>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</p> <p>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</p> <p>Domain 3: Diversity of Learners Career Stage 1: 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1</p> <p>Domain 4: Curriculum and Planning Career Stage 1: 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1</p> <p>Domain 5: Assessment and Reporting Career Stage 1: 5.1.1, 5.2.1, 5.3.1, 5.4.1, 5.5.1</p> <p>Domain 6: Community Linkages and Professional Engagement Career Stage 1: 6.1.1, 6.2.1, 6.3.1, 6.4.1</p> <p>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>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>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 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</p> <p>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>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)</p>
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B. School Administration Positions

Position/Number of Vacancy/Plantilla Number	Work Station	Minimum Qualification Standards					Eligibility
		Education	Training	Experience	Competency		
School Principal I For Elementary 1. OSEC-DECSB-SP1-90114-2026 2. OSEC-DECSB-SP1-90115-2026 3. OSEC-DECSB-SP1-90116-2026 4. OSEC-DECSB-SP1-90117-2026 5. OSEC-DECSB-SP1-90118-2026 6. OSEC-DECSB-SP1-90119-2026 7. OSEC-DECSB-SP1-90120-2026 8. OSEC-DECSB-SP1-90121-2026 For JHS 1. OSEC-DECSB-SP1-90122-2026 2. OSEC-DECSB-SP1-90123-2026 3. OSEC-DECSB-SP1-90124-2026 4. OSEC-DECSB-SP1-90125-2026 5. OSEC-DECSB-SP1-90126-2026 6. OSEC-DECSB-SP1-90127-2026 7. OSEC-DECSB-SP1-90128-2026 8. OSEC-DECSB-SP1-90129-2026 9. OSEC-DECSB-SP1-90130-2026 10. OSEC-DECSB-SP1-90131-2026	1. Lactog IS 2. Eastern KNHS 3. Balawag NHS 4. Cudal NHS 5. Dupag NHS 6. Nambucayan NHS 7. Bantay NHS 8. Toppan IS 9. Bulo NHS 10. Maledda IS	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any or cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last five years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	Reference: DepEd Order No. 024, s. 2020 Domain 1: Leading Strategically 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: Managing School Operations and Resources Career Stage 2: 2.1.2, 2.2.2, 2.3.2, 2.4.2, 2.5.2, 2.6.2 Domain 3: Focusing on Teaching and Learning Career Stage 2: 3.1.2, 3.2.2, 3.3.2, 3.4.2, 3.5.2, 3.6.2, 3.7.2, 3.8.2 Domain 4: Developing Self and Others Career Stage 2: 4.1.2, 4.2.2, 4.3.2, 4.4.2, 4.5.2, 4.6.2, 4.7.2, 4.8.2 Domain 5: Building Connections Career Stage 2: 5.1.2, 5.2.2, 5.3.2, 5.4.2, 5.5.2	RA 1080, as amended (Teacher)	



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C. Non-Teaching Positions

Position/Number of Vacancy/Plantilla Number	Work Station	Minimum Qualification Standards			
		Education	Training	Experience	Eligibility
<p>Project Development Officer I</p> <p>For Elementary</p> <ol style="list-style-type: none"> 1. OSEC-DECSB-PDO1-90046-2026 2. OSEC-DECSB-PDO1-90047-2026 3. OSEC-DECSB-PDO1-90048-2026 4. OSEC-DECSB-PDO1-90049-2026 5. OSEC-DECSB-PDO1-90050-2026 6. OSEC-DECSB-PDO1-90051-2026 7. OSEC-DECSB-PDO1-90052-2026 8. OSEC-DECSB-PDO1-90053-2026 <p>For JHS</p> <ol style="list-style-type: none"> 1. OSEC-DECSB-PDO1-90054-2026 2. OSEC-DECSB-PDO1-90055-2026 3. OSEC-DECSB-PDO1-90056-2026 4. OSEC-DECSB-PDO1-90057-2026 5. OSEC-DECSB-PDO1-90058-2026 6. OSEC-DECSB-PDO1-90059-2026 7. OSEC-DECSB-PDO1-90060-2026 8. OSEC-DECSB-PDO1-90061-2026 9. OSEC-DECSB-PDO1-90062-2026 10. OSEC-DECSB-PDO1-90063-2026 	<ol style="list-style-type: none"> 1. Lacnog IS 2. Dilag IS 3. Laya IS 4. STIS 5. Agbanawag NHS 6. Balawag NHS 7. Cudal NHS 8. Bado Dangwa NHS 9. TCNHS 10. Tuga NHS 	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility



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