



Republic of the Philippines

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

**DepED**  
DEPARTMENT OF EDUCATION  
Schools Division of Tabuk City  
**RELEASED**

By: \_\_\_\_\_  
Date: 07 2026 Time: 3:20

July 07, 2026

DIVISION MEMORANDUM  
No. **299**, s. 2026

**NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION OF TABUK CITY**

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

- 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. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), announces the submission of application for various vacant positions as follows:

<b>Position Title/SG</b>		<b>Project Development Officer I, SG 11 (Php 31, 705.00)</b>	
<b>Item No.:</b>		<b>OSEC-DECSB-PDO1-90018-2016</b>	
<b>CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
<b>Place of Assignment</b>	<b>SGOD</b>		

<b>Position Title/SG</b>		<b>Administrative Aide VI, SG 6 (Php19,716.00)</b>	
<b>Item No.:</b>		<b>OSEC-DECSB-ADA6-90014-2016</b>	
<b>CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Completion of 2 years studies in college (prior to 2018); or Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)
<b>Place of Assignment</b>	<b>Personnel Unit</b>		



**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>Position Title/SG</b>	<b>School Principal I (Php 59,153 .00)</b>		
<b>Item No.:</b>	<b>OSEC-DECSB-SP1-90310-2010</b>		
<b>CSC Prescribed Qualifications</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
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	RA 1080, as amended (Teacher)
<b>Place of Assignment</b>	<b>SDO Tabuk City</b>		

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.**

2. The following are the 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. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with Work Experience Sheet,
- c. Photocopy of valid and updated PRC License or Appropriate Certificate of Eligibility
- d. Photocopy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),
- e. Photocopy of Certificate of Training or professional development programs attended,
- f. Photocopy of duly signed Service Records or Certificate of Employment,
- g. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior of the deadline of submission with at least a Very Satisfactory Rating
- h. Photocopy of Certificate of Training or professional development programs attended,
- i. 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>).

Other documents, if applicable:

- I. A. Means of Verification for Outstanding Accomplishments:
  - a. Certificate of Recognition for Awards and Recognition,



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- b. Research and Innovation,
- c. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
- d. Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
- e. Certificate of Recognition as NEAP Accredited Learning Facilitator
- B. Proof of Application of Education,
- C. Proof of Application of Learning and Development
- II. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (g) is not relevant to the position to be filled.

3. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.
4. Interested and qualified applicants are advised to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long folder** (See Annex A), to the Records Section or send through email ([tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)) on or before **July 20, 2026, not later than 3:00 pm**.

Follow the color coding for each position: Project Development Officer I - **Black**  
 Administrative Aide VI - **Blue**  
 School Principal I - **Pink**

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

Activities	Inclusive Dates	Venue
1. Acceptance of applications	July 07, 2026 – July 20, 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	To be announced	Conference Hall
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		

6. 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**  
*Sample Labeling*

**NAME OF APPLICANT**  
Address  
**PROJECT DEVELOPMENT OFFICER I**  
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/ Eligibility Rating
- Application of Learning and Dev't



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