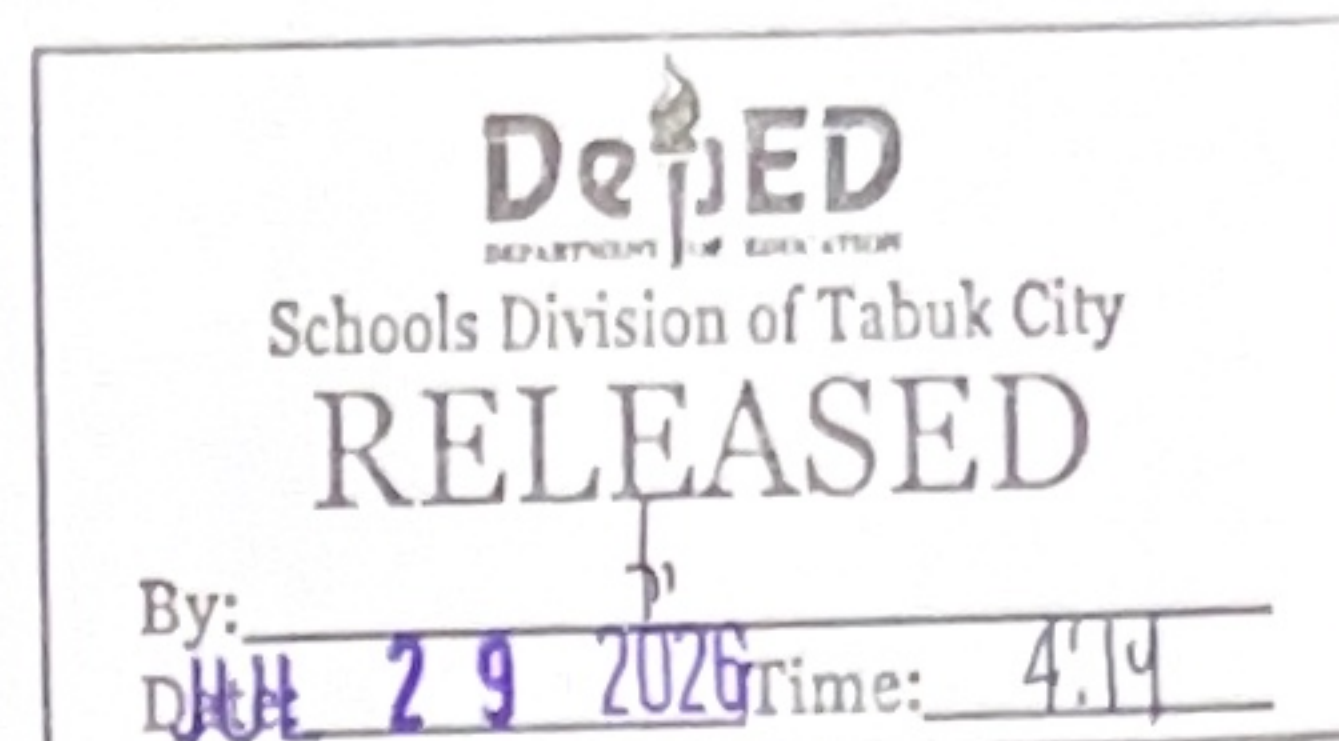




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



July 29, 2026

DIVISION MEMORANDUM
No. **340**, s. 2026

NOTICE OF 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. 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:

Position Title/SG	Teacher III (Secondary), SG 13 (Php 36,125.00)		
Item No.:	OSEC-DECSB-TCH3-90321-2022, OSEC-DECSB-TCH3-90082-2005, OSEC-DECSB-TCH3-90164-2012		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
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	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	Bantay NHS, Nambaran Agro-INHS, Cudal NHS		

Position Title/SG	Teacher II (Secondary), SG 12 (Php 33,947.00)		
Item No.:	(3) ANTICIPATED VACANCY		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 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	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	SDO 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>



DepEd Tayo Tabuk City



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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. 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 2026) 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>).
j. **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.

Other documents, if applicable:

I. A. Means of Verification for Outstanding Accomplishments:

- a. Certificate of Recognition for Awards and Recognition,
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.



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4. 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.

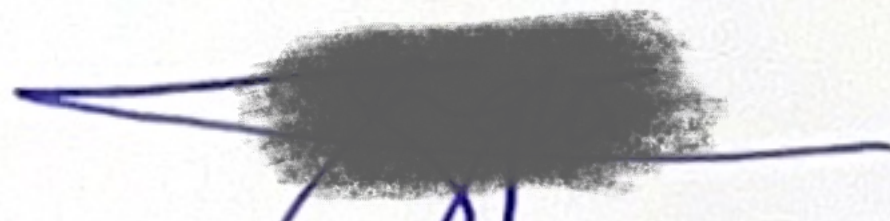
5. Interested and qualified applicants are advised to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long folder** (See Annex A), to the schools where vacancies exist on or before **August 10, 2026, not later than 3:00 pm.** For multiple applications, submit one set of folder (4 folders) to the school where the vacancies exist.

Follow the color coding for each position: Teacher III (Secondary) - **Orange**
Teacher II (Secondary) - **Yellow**

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	July 29, 2026 – August 10, 2026	Schools where vacancies exist
2. Initial evaluation of the qualifications of applicants and posting	August 11-17, 2026	Personnel Section
3. Paper evaluation, conduct of the PPST COIs (classroom Observation), NCOIs (Portfolio Annotations and BEI), and Open Ranking	August 18-20, 2026	School/District
4. Evaluation of Education, Training, Experience and preparation of CAR	August 20, 2026	Conference Hall
5. Posting of the Comparative Assessment Result (CAR)	August 28, 2026- September 04, 2026	HRMPSB Bulletin Board
6. Submission of the CAR to the Schools Division Superintendent	August 28, 2026	

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
Sample Labeling

NAME OF APPLICANT

Address

TEACHER III (Secondary)

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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