



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



Reference No.:RU-2026-026

September 17, 2026

DIVISION MEMORANDUM
No. **413**, s. 2026

ANNOUNCEMENT ON 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	Master Teacher II (Secondary), SG 19 (Php 59,153.00)		
Item No.:	OSEC-DECSB-MTCHR2-90262-1998		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of 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)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	AGBANNAWAG NHS		

Position Title/SG	Master Teacher I (Secondary), SG 18 (Php 53,818.00)		
Item No.:	(1) ANTICIPATED VACANCY		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of 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)	5 years teaching experience	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	AGBANNAWAG NHS		



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Position Title/SG	Master Teacher I (Senior High School Master Teacher I - Academic Track and Core Subjects), SG 18 (Php 53,818.00)		
Item No.:	OSEC-DECSB-MTCHR1-90048-2016		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
*Master's degree in relevant strand/subject plus 18 professional units in Education *Master's degree in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of 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)	5 years experience in teaching or industry work in relevant strand/subject	*RA 1080, as amended (Teacher-Secondary) for permanent appointments *None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring
Place of Assignment	TUGA NHS		

Position Title/SG	Teacher VI (Secondary), SG 16 (Php 45,694.00)		
Item No.:	OSEC-DECSB-TCH6-90047-2025		
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	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	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	NAMBARAN AGRO-INDUSTRIAL NHS		

Position Title/SG	Teacher IV (Secondary), SG 14 (Php 38,764.00)		
Item No.:	OSEC-DECSB-TCH4-90011-2025, OSEC-DECSB-TCH4-90004-2025		
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; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience	RA 1080, as amended (Teacher-Secondary)
Place of Assignment	TCNHS, AMLAO IS		



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Position Title/SG	Teacher III (Secondary), SG 13 (Php 36,125.00)		
Item No.:	(2) 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	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	TCNHS, AMLAO IS		

Position Title/SG	Teacher II (Secondary), SG 12 (Php 33,947.00)		
Item No.:	(2) 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	TCNHS, AMLAO IS		

Position Title/SG	TEACHER III (Senior High School Teacher III - Academic Track and Core Subjects) SG 13 (Php 36,125.00)		
Item No.:	OSEC-DECSB-TCH3-90304-2024		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
*Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in 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 12 units towards Master's degree in the relevant strand/subject	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 experience in teaching or industry work in relevant strand/subject	•RA 1080, as amended (Teacher-Secondary) for permanent appointments • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring
Place of Assignment	TUGA NHS		



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Position Title/SG	TEACHER II (Senior High School Teacher II - Academic Track and Core Subjects) SG 12 (Php 33,947.00)		
Item No.:	ANTICIPATED VACANCY		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
*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	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 experience in teaching or industry work in relevant strand/subject	•RA 1080, as amended (Teacher-Secondary) for permanent appointments • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring
Place of Assignment	TUGA NHS		

Position Title/SG	Teacher III (Elementary), SG 13 (Php 36,125.00)		
Item No.:	OSEC-DECSB-TCH3-90032-2008		
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-Elementary/ Secondary)
Place of Assignment	AGBANNAWAG CS		

Position Title/SG	Teacher II (Elementary), SG 12 (Php 33,947.00)		
Item No.:	(1) 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	AGBANNAWAG CS		



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Position Title/SG	Teacher II (Elementary), SG 12 (Php 33,947.00)		
Item No.:	OSEC-DECSB-TCH2-90100-2006, OSEC-DECSB-TCH2-90111-2023		
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-Elementary/ Secondary)
Place of Assignment	BALATOC PS, PINAGAN ES		

Position Title/SG	TEACHER II (Senior High School Teacher II - Technical Vocational Track (TVL))SG 12 (Php 33,947.00)		
Item No.:	OSEC-DECSB-TCH2-90190-2023		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
*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 plus 18 professional units in Education *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	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	•RA 1080, as amended (Teacher-Secondary) for permanent appointments • None required for provisional and contractual appointments; must pass the LET within 5 years after the date of first hiring
Place of Assignment	KNHS		

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



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- 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.

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 **September 28, 2026, not later than 3:00 pm**. For multiple applications, specify item number of vacant position in your letter of intent.

Follow the color coding for each position:

Master Teacher I (Secondary)- White
Master Teacher I (Senior High School)-**Yellow**
Teacher IV (Secondary)- **Orange**
Teacher II (Secondary)- **Violet**
Teacher II (Senior High School)- **Pink**
Teacher II (Elementary)- **Blue**

Master Teacher II (Secondary) - **Blue**
Teacher VI (Secondary)- **Green**
Teacher III (Secondary)- **Red**
Teacher III (Senior High School)- **Brown**
Teacher III (Elementary)- **Black**



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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	September 17, 2026– September 28, 2026	Schools where vacancies exist
2. Initial evaluation of the qualifications of applicants and posting	September 29, 2026– October 2, 2026	School/District Sub-Committee
3. Paper evaluation, conduct of the PPST COIs (classroom Observation), NCOIs (Portfolio Annotations and BEI), and Open Ranking	October 5-9, 2026	School/District
4. Evaluation of Education, Training, Experience and preparation of CAR	October 12, 2026	Conference Hall
5. Posting of the Comparative Assessment Result (CAR)	October 13-19, 2026	HRMPSB Bulletin Board
6. Submission of the CAR to the Schools Division Superintendent	October 13, 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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