



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

**DIGITALLY
RELEASED**

DATE: October 14, 2026

TIME: 3:36 p.m.

BY: Kristine Keith M. Ambatang



SDO TABUK CITY

— RECORDS UNIT —

Reference Number: RU-2026-075

October 13, 2026

DIVISION MEMORANDUM

No. 459, 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. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 021, s. 2024 – Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), announces the submission of application for vacant positions as follows:

Position Title/SG	School Principal I, SG 19 (Php 59, 153.00)		
Item No.:	OSEC-DECSB-SP1-90308-2010 Elementary OSEC-DECSB-SP1-90283-2010 Elementary		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
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)
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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Position Title/SG	Administrative Officer II (Administrative Officer I), SG 11 (Php 31,705.00)		
Item No.:	OSEC-DECSB-ADOF2-90407-2025		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Place of Assignment	SDO Tabuk City		

Position Title/SG	Project Development Officer I, SG 11 (Php 31,705.00)		
Item No.:	OSEC-DECSB-PDO1-90017-2016		
CSC Prescribed Qualifications			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Place of Assignment	SDO Tabuk City		

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: <https://tinyurl.com/sdotcgetcode>. **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 to 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. **NQESH/NASH Certificate of Rating with passing score in all 4 Domains.**



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Other documents, if applicable:

I. A. Means of Verification for Outstanding Accomplishments:

- Certificate of Recognition for Awards and Recognition,
- Research and Innovation,
- Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
- Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
- 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 Records Section or send through email (tabuk.city@deped.gov.ph) on or before **October 26, 2026, not later than 3:00 pm.**

Follow the color coding for each position:

School Principal I – **Pink**

Project Development Officer I - **White**

Administrative Officer II (Administrative Officer I)- **Brown**

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	October 13, 2026– October 26, 2026	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	October 28, 2026- November 03, 2026	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	November 04, 2026	HRMPSB Bulletin Board
4. Conduct of assessment of potentials	November 4-5, 2026	Conference Hall
5. Paper evaluation and conduct of the Open Ranking System	November 4-5, 2026	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	November 09-15, 2026	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent	November 09, 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

SCHOOL PRINCIPAL 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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