



DepEd DIVISION OF TANGUB CITY  
 CITY OF TANGUB  
 October 19, 2021  
**RELEASED**  
 DATE: 10/20/21 10:30 a.m.

**DIVISION MEMORANDUM**  
 No. 296 s. 2021

**CONDUCT OF SELECTION FOR TEACHING, TEACHING RELATED AND NON-TEACHING VACANT POSITIONS FOR TANGUB CITY NATIONAL HIGH SCHOOL**

To: Chief Education Supervisors (CID and SGOD)  
 Personnel Selection Committee  
 Public Secondary School Heads  
 This Division

- This Office announces the Conduct of Selection of Qualified Applicants for Secondary Principal II, Special Education Teacher I, Teacher III, Teacher II and Guidance Counselor I Position for Tangub City National High School.
- Per DepEd Order No. 66 s. 2007 and DepEd Order No. 42 s.2007, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility	Performance Rating
School Principal II (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	1 year as Principal I	40 hours of relevant training	LET/PBET and Principal Test	Very Satisfactory ( VS) for the last three rating period ( for transfer and promotion)
Special Education Teacher I (Secondary)	Bachelor's degree in education with specialization in Special Education	None required	None required	LET/PBET	Very Satisfactory ( VS) for the last three rating period ( for transfer and promotion)
Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional	2 years of relevant experience	None required	LET/PBET	Very Satisfactory ( VS) for the last three rating period ( for transfer





	education units with appropriate major				and promotion)
Teacher II (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate major	1 year of relevant experience	None required	LET/PBET	Very Satisfactory ( VS) for the last three rating period ( for transfer and promotion)
Guidance Counselor I	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Very Satisfactory ( VS) for the last three rating period ( for transfer and promotion)

3. Applicant shall submit documents to Tangub City National High School Receiving Section on or before November 04, 2021, as follows:

- a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- b. Certified photocopy of last approved appointment;
- c. Certified photocopy of Performance Rating for the last three years;
- d. Updated Service Record;
- e. Outstanding Accomplishments
  - Employee Award
  - Innovations
  - Research and Development Projects
  - Publication/ Authorship
  - Consultancy/Resource Speakership in Trainings/Seminars/ Workshop / Symposia
- f. Transcript of Records;
- g. PRC License, Certificate of Rating / Eligibility, and Principal Test Result for Principal Applicants;
- h. Certified photocopy of Certificate attesting Outstanding Accomplishment /Awards Recognition; and
- i. Other documents relevant to the applied positions.

4. The documents shall be arranged accordingly to what are enumerated in paragraph 3 which includes table of contents;

- Each sheet must bear a page number;
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) shall be at the bottom of the documents;





- The applicants shall prepare two sets of pertinent documents following the above preparation;
- The original copies of the documents shall be brought during the interview / deliberation;
- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.

5. The School Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Myrna T. Barbon - Secondary Principal II/DAPSSHI  
 President

Members:

Florencia S. Gumiter - Asst. Principal II  
 Trifonia B. Tiongson - Head Teacher III/ Aral. Pan,  
 Erlyn P. Bulawin - Head Teacher III/ Science  
 Alma B. Pondoc - Head Teacher III/ Filipino  
 Stewart E. Hamac - Head Teacher III/ Mapeh  
 Dionesio O. Enguito Jr. - Head Teacher III/ English  
 Marites F. Binondo - Head Teacher III/ Mathematics

Secretariat:

Wivina R. Tancogo - Administrative Officer II (Cashier)

6. Schedule of orientation, submission, interview, and evaluation of documents will be announced in a separate memorandum.

7. Immediate dissemination of this Memorandum to all concerned is enjoined.

**AGUSTINES E. CEPE, CESO V**  
 Schools Division Superintendent

AEC/ drd  
 Incl: As stated  
 Reference: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

RECRUITMENT      SELECTION      APPLICANT      POLICY

