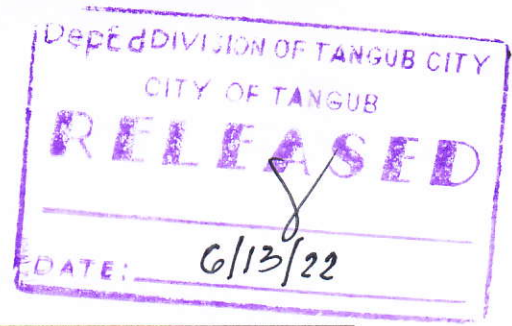




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



**DIVISION MEMORANDUM**  
 No. 148 s. 2022

June 09, 2022

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Education Program Supervisors  
 Public Schools District In-Charge  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
 VACANT POSITIONS**

1. This office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Experience	Training	Eligibility
Master Teacher I (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None Required	RA 1080 (Teacher)
Guidance Counselor I (Secondary)	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Teacher III (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major	2 years of relevant experience	None Required	RA 1080 (Teacher)
Teacher II (Secondary)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major	1 year of relevant experience	None Required	RA 1080 (Teacher)



**Address:** Anecito Siete St. Mantic, Tangub City  
**Telephone:** (088) 530 - 5988



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2. Applicants shall be guided by *DepEd Order No. 66, s. 2007*, re: Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, *MEC No. 10, s. 1979*, Implementing Rules and Regulations for the System of Career Progression for Public School Teachers and *DECS Order No. 57, s. 1997*, re: Further Implementation of the Career Progression System for Master Teachers and submit supporting documents to Tangub City National High School in two (2) copies addressed to Ma. Sherwin C. Alduheza, Chairman of the Recruitment and Selection Committee on or before **June 30, 2022**. Documents shall be arranged in the following order, to wit:

***For Guidance Counselor I (Secondary), Teacher III (Secondary), Teacher II (Secondary)***

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

***For Master Teacher I (Secondary)***

- a. CSC Form 212 (Revised 2017) with 2x2 ID picture;
- b. Transcript of Records.
- c. Certified photocopy of Performance Rating for the last three years.
- d. Demonstration Teaching.
- e. Curriculum or instructional materials.
  - Effective teaching technique or strategies.
  - Simplification of work as in reporting system, record keeping etc., or procedures that resulted in cost production.
  - A worthwhile income generating project for pupils given recognition by higher officials in the division.
- f. Document served as subject coordinator or grade chairman for at least one year, or as adviser of school publication or any science club, etc.



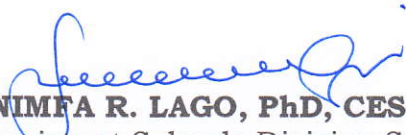

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- g. Document served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program and discharged the work efficiently.
  - h. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development or teacher welfare.
  - i. Coordinator of community project or activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years.
  - j. Organized/managed an in-service activity or other similar activities at least on school level.
  - k. Credited with meritorious achievements.
  - l. Authorship
3. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a 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) and (a-l.) 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.
4. Interview for the qualified applicants will be on July 8, 2022 at exactly 8:15 o'clock in the morning via face to face at Tangub City National High School.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent 

NRL/GCB  
Incl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
RECRUITMENT SELECTION APPLICANT POLICY



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