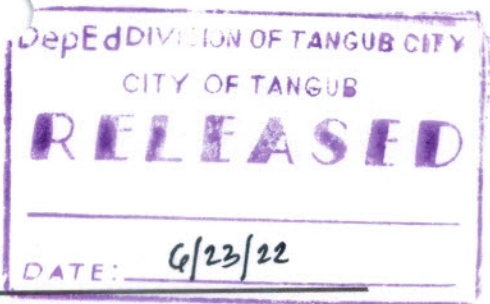




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



Office of the Schools Division Superintendent

June 20, 2022

**DIVISION MEMORANDUM**  
 No. 164 s. 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
Education Program Supervisor	Master's degree in Education or it other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Head Teacher III (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's Degree w/ 18 Professional education units	Head Teacher for 2 years; or Teacher-in-charge for 2 years; or Teacher for 5 years	24 hours of relevant training*	RA 1080 (Teacher)
Head Teacher II (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)



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Administrative Officer IV (HRMO II)	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility
Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education	2 years of relevant experience	None Required	RA 1080 (Teacher)
Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education	1 year of relevant experience	None Required	RA 1080 (Teacher)
Teacher II (Senior High School)	(Academic Track) Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 6 units towards Master's Degree in relevant strand/subject	None Required	None Required	<p>*Applicants for a permanent appointment: RA 1080 (Teacher-Secondary); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>*Applicants for a contractual Position : None Required;</p> <p>* Practitioners (part-time only); None Required</p>



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<p style="text-align: center;">Teacher II (Senior High School)</p>	<p style="text-align: center;">(Technical Vocational Livelihood) Bachelor's degree holder; or a graduate of technical-vocational course(s) in the area of specialization</p>	<p style="text-align: center;">At least NC* II + TMC**1 *Appropriate to the specialization</p>	<p style="text-align: center;">None Required</p>	<p>*Applicants for a permanent appointment: RA 1080 (Teacher-Secondary); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring *Applicants for a contractual Position : None Required; * Practitioners (part-time only); None Required</p>
<p style="text-align: center;">Teacher II (Senior High School)</p>	<p style="text-align: center;">(Sports Track) Bachelor's Degree with a major in field(s) under the track; or any Bachelor's degree plus 15 units of specialization in fields under the track</p>	<p style="text-align: center;">4 hours of training relevant to the courses in the strand</p>	<p style="text-align: center;">1 year relevant teaching/industry work experience</p>	<p>*Applicants for a permanent appointment: RA 1080 (Teacher-Secondary); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring *Applicants for a contractual Position : None Required; * Practitioners (part-time only); None Required</p>



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Special Education Teacher I	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)
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2. Interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation must submit their letter of intent indicating their contact number on or before **July 08, 2022**.

3. 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 and DepEd Order No. 42, 2007, re: The Revised Guidelines on Selection, Promotion and Designation of School Heads and submit supporting documents in **two (2) copies** addressed to Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee on or before **August 5, 2022**. Documents shall be arranged in the following order, to wit:

- 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;

4. 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.



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- The applicants shall prepare two set 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. Below is the schedule of activities for the guidance of all interested applicants.

Positions	Orientation (ONLINE VIA GOOGLE MEET)	Deadline for Submission of Documents	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)
Education Program Supervisor	July 13, 2022 @ 9:00-9:30 am <a href="https://meet.google.com/sjb-pkqr-mtx">meet.google.com/sjb-pkqr-mtx</a>	August 05, 2022	August 23, 2022 @ 9:00-11:00 am (Division Office)
Head Teacher III (Elementary)	July 13, 2022 @ 9:30-10:00 am <a href="https://meet.google.com/ize-yzio-mje">meet.google.com/ize-yzio-mje</a>	August 05, 2022	August 23, 2022 @ 1:30-2:30 pm (Division Office)
Head Teacher II (Elementary)			August 23, 2022 @ 2:30-3:30 pm (Division Office)
Administrative Officer IV (HRMO II)	July 13, 2022 @ 10:00-10:30 am <a href="https://meet.google.com/fyi-xemh-tsr">meet.google.com/fyi-xemh-tsr</a>	August 05, 2022	August 24, 2022 @ 9:00-11:30 am (Division Office)
Teacher III (Elementary)	July 13, 2022 @ 10:30-11:00 am <a href="https://meet.google.com/tnh-rvxq-bpj">meet.google.com/tnh-rvxq-bpj</a>	August 05, 2022	August 24, 2022 @ 1:30-2:30 pm (Division Office)
Teacher II (Elementary)			August 24, 2022 @ 2:30-03:30 pm (Division Office)
Special Education Teacher I			August 24, 2022 @ 03:30-04:30 pm (Division Office)
Teacher II (Senior High School)			July 13, 2022 @ 11:00-11:30 am <a href="https://meet.google.com/vew-eigg-rdu">meet.google.com/vew-eigg-rdu</a>





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6. 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 

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING

NRL/GCB

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