

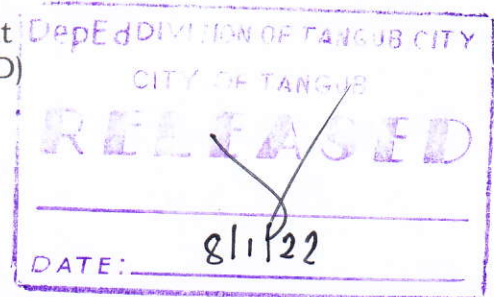


Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

**DIVISION MEMORANDUM**  
 No. 201, s. 2022

July 27, 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
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

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, 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 **August 26, 2022**. Documents shall be arranged in the following order, to wit:

**For Teacher III (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

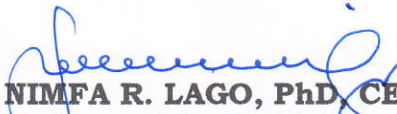



Address: Anecito Siete St. Mantic, Tangub City  
 Telephone: (088) 530 - 5988



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- 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;
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 **September 9, 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:  
APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING



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