



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



**DIVISION MEMORANDUM**  
 No. 20, s. 2023

January 25, 2023

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

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

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. Pending the approval of the new DepEd Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines and its implementing Rules and Regulation, 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 Christy P. Enoc, Chairman of the Recruitment and Selection Committee on or before **February 03, 2023**. 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;



Address: Anecito Siete St. Mantic, Tangub City  
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- 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) Omnibus Certification of Authenticity and Veracity of Documents
- k) 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 **February 10, 2023** at exactly 8:15 o'clock in the morning via face to face at **Tangub City National High School**.

5. Immediate dissemination 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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