



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



October 23, 2024

DIVISION MEMORANDUM

No. 051, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
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	Training	Experience	Eligibility
Administrative Aide VI (Clerk III)	Completion of two (2) years in college	None Required	None Required	Career Service (Sub-Professional) / First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility
Teacher II (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units	None Required	Two (2) years of relevant experience	PBET/RA 1080 (Teacher)
Teacher III (Elementary)	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units	None Required	Two (2) years of relevant experience	PBET/RA 1080 (Teacher)
Head Teacher II (Secondary)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Professional Education units with appropriate field of specialization	Twenty-four (24) hours of relevant training	Head Teacher I for one (1) year; or Teacher for four (4) years	PBET/RA 1080 (Teacher)



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2. Qualified applicants for **Administrative Assistant II, Administrative Aide VI, Administrative Officer II** and **Head Teacher II** shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;

CRITERIA	Breakdown of Points	
	Administrative Assistant II and Administrative Aide VI	Head Teacher II
Education	5	10
Training	5	10
Experience	20	10
Performance	20	25
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	15
Total	100	100

3. Applicants for **Teacher II** and **Teacher III** 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".

4. This Office strictly adopts the Equal Opportunity Principle (EOP). Thus, any interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation shall submit their pertinent papers addressed to **Erlinda G. Dael, PhD, CESE**, Assistant Schools Division Superintendent, Chairman of the Human Resource Merit Promotion and Selection Board.

5. **Two sets of Letter of Intent supported by the documents** stated below shall be submitted on or before **November 6, 2024**. Documents shall be arranged in the following order, to wit:

Administrative Assistant II, Administrative Aide VI and Head Teacher II
(per DepEd Order No. 7, s. 2023)

- Checklist of Requirements and Omnibus Sworn Statement
- Letter of intent addressed to the HRMPSB Chairperson;
- Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- Certified photocopy of valid and updated PRC License/ID Card ;
- Certified photocopy of Certificate of Eligibility / Report of Rating;

[Signature]



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- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned (*for positions with no experience requirement only*);
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

For Teacher II and Teacher III Elementary
(per DepEd Order No. 66, s. 2007)

- a. Letter of Intent;
- b. Duly accomplished Personal Data Sheet (PDS) 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. Means of Verification (MOVs) showing Outstanding Accomplishments;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 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.
- k. Omnibus Certification of Authenticity and Veracity of Documents.

6. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a table of contents.

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- 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 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.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be ground for disqualification.** No additional documents will be accepted beyond the deadline.

8. Enclosed are the following:

- Enclosure No. 1 – Schedule of activities related to Ranking
- Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)
- Enclosure No. 3 – Job Description of Vacant Position

9. For queries or concerns about the vacant positions, please fill out the form at the link below and all responses will be emailed to your registered email address:

<https://bit.ly/tangubapplicant>

10. Immediate dissemination and compliance with this Memorandum are desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAAU/LMCB/10-22-2024
To be indicated in the Perpetual Index
Under the following subjects:
APPOINTMENT
PROMOTION
HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING



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Enclosure No.1 to Division Memorandum No. 051 s. 2024

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION,
AND SELECTION**

- November 6, 2024 - Deadline of Submission of Letter of Intent with Supporting Documents
- November 7-13, 2024 - Initial Evaluation of Documents
- November 14, 2024 - Posting of Initial Evaluation Report (IER)
- November 14-16, 2024 - Applicants are given 3 days to clarify their data in the IER
- November 18, 2024 - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants
- November 19-22, 2024 - Face-to-face Interview and Evaluation of Documents at Division Conference Hall

POSITIONS	DATE AND TIME	VENUE
Administrative Aide VI	November 19, 2024 @ 8:30 AM – 12:00 NN	Division Conference Hall
Administrative Assistant II	November 20, 2024 @ 8:30 AM – 12:00 NN	
Teacher II (Elementary)	November 21, 2024 @ 8:30 AM – 4:30 PM	
Teacher III (Elementary)		
Head Teacher II (Secondary)	November 22, 2024 @ 8:30 AM – 4:30 PM	

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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Office of the Schools Division Superintendent's (OSDS) Office – Personnel Section		
POSITION PROFILE			
POSITION: Administrative Aide VI		SALARY GRADE: 6	
		MONTHLY SALARY: P 18,255.00	
		ACA/PERA: P 2,000.00	
ITEM NO.: OSEC-DECSB-ADA6-660073-2014		OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus	
JOB SUMMARY			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management of the Schools Division			
MINIMUM QUALIFICATION			
EDUCATION	Completion of two (2) years in college		
EXPERIENCE	None Required		
TRAINING	None Required		
ELIGIBILITY	Career Service (Sub-Professional)/ First Level Eligibility		
DUTIES AND RESPONSIBILITIES			
Recruitment, Selection and Documentation <ol style="list-style-type: none">1. Prepare lists of vacancies for publication pursuant to CSC rules and regulations2. Provide job description of vacant positions with specific qualifications required by the requesting unit3. Gather and file applications received using systematic indexing and file documents submitted by applicants4. Prepares appointment papers of selected applicants5. Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online6. Prepares and submit Report on Appointment Issued (RAI) to the Civil Service Commission (CSC)			
Personnel Actions <ol style="list-style-type: none">1. Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.2. Prepare list of teachers qualified to be reclassified base on approved ERFs3. Prepare notice of promotion and appointment as instructed4. Prepare drafts of special orders for signature of management			



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5. Keeps records of GSIS- ARA for future reference
6. Prepares RAI for submission to CSC upon approval of management
7. Record and files all issuances on salary schedules and other employees benefits

Salary Administration and Personnel Records

1. Gathers and collates payroll files from district offices to be forwarded to RPSU
2. Records and files attendance of officers and employee
3. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll as instructed.
4. Process, Prepares and release Special order of Leave and Re-statement of leave application

Benefits Administration

1. Receive and record on leave card, application for monetization of leave credits
2. Receive application for leave (sick, vacation, scholarships and training) and records for processing.
3. Receive, process and update leave credits of employees and vacation service credits of teachers
4. Coordinate with different agencies (GSIS, HDMF, Philhealth, etc.) for premium payments of employees
5. Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions
6. Receive and process loan applications for DepEd Provident Fund Program

Personnel Information System

1. Receive and accept application for upgrading and reclassification of positions
2. Keep a complete and updated information of all officials and employees and relevant records in their 201 files
3. Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files

DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;



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- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **November 6, 2024**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Office of the Schools Division Superintendent (OSDS) - Proper
POSITION PROFILE	
POSITION: Administrative Aide VI	SALARY GRADE: 6 MONTHLY SALARY: P 18,255.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-ADA6-660075-2014	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus
JOB SUMMARY	
To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)	
MINIMUM QUALIFICATION	
EDUCATION	Completion of two (2) years in college
EXPERIENCE	None Required
TRAINING	None Required
ELIGIBILITY	Career Service (Sub-Professional)/ First Level Eligibility
DUTIES AND RESPONSIBILITIES	
Plots/Schedules Activities <ol style="list-style-type: none">1. Schedule/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.	
Record Management <ol style="list-style-type: none">1. Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.3. Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as a copy for the future reference.	



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Administrative Support

1. Prepares or encodes into electronic format word documents and other presentation materials
2. Provides assistance and administrative support to training and conferences as assigned.
3. Coordinates preparation of documents needed in the operation of SDO
4. Ensure security of office equipment and availability of office supplies

Secretariat/Frontline

1. Receives and routes incoming calls to or logs information and notifies the concerned party
2. Greets and entertains office visitors and respond to their needs
3. Logs concerns brought to the office and follow through inquiries
4. Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings.
5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned

DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **November 6, 2024**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Anywhere in Elementary and Secondary Schools within the Division
POSITION PROFILE	
POSITION: Administrative Assistant II	SALARY GRADE: 8 MONTHLY SALARY: P 20,534.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-ADAS2-660198-2017 OSEC-DECSB-ADAS2-660342-2016 OSEC-DECSB-ADAS2-660038-2014	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus
JOB SUMMARY	
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations	
MINIMUM QUALIFICATION	
EDUCATION	Completion of two (2) years in college
EXPERIENCE	One (1) year relevant experience
TRAINING	Four (4) hours of relevant training
ELIGIBILITY	Career Service (Sub-Professional)/ First Level Eligibility
DUTIES AND RESPONSIBILITIES	
Accounting Services Assist the Senior Bookkeeper/ School Head in the performance of the following: <ol style="list-style-type: none">1. Preparation/maintenance of registries of allotment and obligations2. Preparation of financial and accountability reports and maintenance of subsidiary ledgers3. Preparation of liquidation of cash advances4. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)5. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division6. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances7. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant	
Budgeting Services Budgeting System <ol style="list-style-type: none">1. Assist in the conduct or orientations and workshops on the budgeting system	



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2. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement

Budget Preparation

1. Assist in identifying the gathering of data needed in the preparation of budget proposals and other special budgets
2. Provide clerical support in the preparation of budget proposals
3. Act as Liaison Officer to DBM, NEDA and other oversight bodies
4. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)
5. Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

Budget Execution

1. Assist in gathering of data needed in the preparation of cost efficiency computations
2. Prepare data needed to approve obligation requests
3. Gather data needed to evaluate and prepare status report on budget utilization
4. Prepares documents to approve fund transfer to other operating units

Budget Accountability and Reports

1. Gather data needed in the preparation of budget accountability reports

DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card ;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **November 6, 2024**.



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DIVISION	Division of Tangub City
SECTION/UNIT	Any Elementary School within the Division
POSITION PROFILE	
POSITION: Teacher II (Elementary)	SALARY GRADE: 12 MONTHLY SALARY: P 30,705.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-TCH2-664801-1998	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus
JOB SUMMARY	
Classroom Teacher	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units
EXPERIENCE	Two (2) years of relevant experience
TRAINING	None Required
ELIGIBILITY	PBET/RA 1080 (Teacher)
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Teach elementary-grade subjects such as language, arts, mathematics, social studies, and science.2. Enroll pupils in the elementary school;3. Evaluates pupil's progress and provides various experience for their continuous development;4. Works with other school personnel, parents, and the community for the total development of the children;5. Keeps pupil's and school records and prepares required report;6. Supervises curricular and co-curricular projects and activities of the children;7. Provides guidance services to her pupils;8. Participates in the socio-economic development projects in the community;9. Coordinates and cooperates with other teachers in school projects or activities;10. Does related works.	
DOCUMENTARY REQUIREMENTS	
<ol style="list-style-type: none">a. Letter of Intent;b. Duly accomplished Personal Data Sheet (PDS) 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;	



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- e. Updated Service Record;
- f. Means of Verification (MOVs) showing Outstanding Accomplishments;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 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.
- k. Omnibus Certification of Authenticity and Veracity of Documents.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent** supported by the documents stated above on or before **November 6, 2024**.



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DIVISION	Division of Tangub City
SECTION/UNIT	Any Elementary School within the Division
POSITION PROFILE	
POSITION: Teacher III (Elementary)	SALARY GRADE: 13 MONTHLY SALARY: P 32,870.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-TCH3-660098-2008	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus
JOB SUMMARY	
Classroom Teacher	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 Professional Education units
EXPERIENCE	2 years of relevant experience
TRAINING	None Required
ELIGIBILITY	PBET/RA 1080 (Teacher)
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Teach elementary-grade subjects such as language, arts, mathematics, social studies, and science.2. Enroll pupils in the elementary school;3. Evaluates pupil's progress and provides various experience for their continuous development;4. Works with other school personnel, parents, and the community for the total development of the children;5. Keeps pupil's and school records and prepares required report;6. Supervises curricular and co-curricular projects and activities of the children;7. Provides guidance services to her pupils;8. Participates in the socio-economic development projects in the community;9. Coordinates and cooperates with other teachers in school projects or activities;10. Does related works.	
DOCUMENTARY REQUIREMENTS	
<ol style="list-style-type: none">a. Letter of Intent;b. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;c. Certified photocopy of last approved appointment;	



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- d. Certified photocopy of Performance Rating for the last three years;
- e. Updated Service Record;
- f. Means of Verification (MOVs) showing Outstanding Accomplishments;
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 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.
- k. Omnibus Certification of Authenticity and Veracity of Documents.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **November 6, 2024**.



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

VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Anywhere in Secondary Schools within the Division		
POSITION PROFILE			
POSITION: Head Teacher II (Secondary)	SALARY GRADE: 15 MONTHLY SALARY: P 38,413.00 ACA/PERA: P 2,000.00		
ITEM NO.: OSEC-DECSB-HTEACH2-660001-2018	OTHER INCENTIVES/BONUSES: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year Bonus• Productivity Enhancement Incentives• Clothing Allowance• Cash Gift• Year-end Bonus		
JOB SUMMARY			
Implementing the Enhanced K-12 Curriculum			
MINIMUM QUALIFICATION			
EDUCATION	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Professional Education units with appropriate field of specialization		
EXPERIENCE	Head Teacher I for one (1) year; or Teacher for four (4) years		
TRAINING	Twenty-four (24) hours of relevant training		
ELIGIBILITY	PBET/RA 1080 (Teacher)		
DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Observes and supervises the teaching related subjects, evaluates teaching procedure and sees that they comply with instructional requirements,2. Evaluates accomplishments of teachers under his/her charge,3. Records and submits reports regarding students and teacher programs4. Develop standardized curricula, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, evaluate staff and oversee facilities.5. Other important duties entail developing safety protocols and emergency response procedures.6. Does related work.			
DOCUMENTARY REQUIREMENTS			
<ol style="list-style-type: none">a. Checklist of Requirements and Omnibus Sworn Statementb. Letter of intent addressed to the HRMPSB Chairperson;c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;d. Certified photocopy of valid and updated PRC License/ID Card ;			



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- e. Certified photocopy of Certificate of Eligibility / Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **November 6, 2024**.