



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

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 DepEd DIVISION OF TANGUB CITY
 CITY OF TANGUB
RELEASED
 DATE: **NOV 25 2024** 1:15pm

November 11, 2024

DIVISION MEMORANDUM
 No. 782, 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 Officer II (HRMO I)	Bachelor's Degree	None Required	None Required	Career Service (Sub-Professional)/ Second Level Eligibility
Guidance Counselor II	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Teacher II (Senior High School) Academic Track	Bachelor's degree with a major in the relevant strand/subject; or Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	PBET/RA 1080 (Teacher)



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2. Qualified applicants for **Administrative Officer II, Guidance Counselor II and Medical Officer III** 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 Officer II, and Medical Officer III	Guidance Counselor II
	Non-Teaching Positions	Teaching Related Position
Education	5	10
Training	10	10
Experience	15	10
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	20
Total	100	100

3. Applicants for **Teacher II (Senior High School)** 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 29, 2024**. Documents shall be arranged in the following order, to wit:

Administrative Officer II, Guidance Counselor II and Medical Officer III
 (per DepEd Order No. 7, s. 2023)

- 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;



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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.

Teacher II Senior High School
(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.

- Each sheet must bear a page number.



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- 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:

- a. Enclosure No. 1 – Schedule of activities related to Ranking
- b. Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)
- c. 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/11-11-2024

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. 732 s. 2024

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

- November 29, 2024 - Deadline of Submission of Letter of Intent with Supporting Documents
- December 2-6, 2024 - Initial Evaluation of Documents
- December 9, 2024 - Posting of Initial Evaluation Report (IER)
- December 9-11, 2024 - Applicants are given 3 days to clarify their data in the IER
- December 12-13, 2024 - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants
- December 16-17, 2024 - Face-to-face Interview and Evaluation of Documents at Division Conference Hall

POSITIONS	DATE AND TIME	VENUE
Administrative Officer II (HRMO I)	December 16, 2024 @ 8:30 AM – 4:30 PM	Division Conference Hall
Guidance Counselor II	December 17, 2024 @ 8:30 AM – 12:00 NN	
Medical Officer III		
Teacher II (Senior High School)	December 17, 2024 @ 1:00 PM – 4:30 PM	

CHECKLIST OF REQUIREMENTS

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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	Any Elementary and Integrated School within the Division
POSITION PROFILE	
POSITION: Administrative Officer II (HRMO I)	SALARY GRADE: 11 MONTHLY SALARY: P 28,512.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-ADOF2-660263-2021	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 is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in school.	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor's Degree
EXPERIENCE	None Required
TRAINING	None Required
ELIGIBILITY	Career Service (Professional) Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
RECRUITMENT AND SELECTION	
<ol style="list-style-type: none"> 1. Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: <ol style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c. prepare ERF of qualified teachers and submit to SDO for processing 	
PERSONNEL RECORDS	
<ol style="list-style-type: none"> 1. Update regularly 201 files and maintain database of personal information of school personnel. 2. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated 3. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) 	



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4. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related hereto
5. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS.
6. Update vacation service/leave credits of school personnel and regularly communicate to all concerned.
7. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
8. Coordinate with Offices, such as BIR, GSIS, Philhealth, Pag-IBIG, CSC and other agencies/entities on the implementation of policies and guidelines relevant to personnel.

COMPENSATION AND BENEFITS

1. Compute and submit SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
2. Monitor and prepare notices for step increments and adjustments of school personnel
3. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO.

OTHER HR-RELATED FUNCTIONS

1. Update school personnel of the latest HR-related policies.
2. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.
3. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school.
4. Prepare and submit HR-related reports to school head/HRMO.
5. Coordinate regularly with HRMO in the implementation of HR policies and guidelines
2. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.

PROPERTY CUSTODIANSHIP

1. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head
2. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
3. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
4. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
5. Prepare and submit reports on all property accountability of the school.

GENERAL ADMINISTRATIVE SUPPORT

1. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.



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2. Assist the school planning team in the preparation of SIP/AIP.
3. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
4. Perform other functions as may be assigned by the immediate supervisor.

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 29, 2024**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION / UNIT	Any Secondary School within the Division
POSITION PROFILE	
POSITION: Guidance Counselor II (Senior High School)	SALARY GRADE: 12 MONTHLY SALARY: P 30,705.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-GUIDC2-660176-2016 OSEC-DECSB-GUIDC2-660177-2016	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	
Provides and implements guidance and counseling services	
MINIMUM QUALIFICATION	
EDUCATION	Master's Degree in Guidance and Counseling
EXPERIENCE	None Required
TRAINING	None Required
ELIGIBILITY	RA 1080 (Guidance Counselor)
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and2. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.	
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 ;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;	



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- 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;
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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	School Governance Office Division		
POSITION PROFILE			
POSITION: Medical Officer III	SALARY GRADE:	21	
	MONTHLY SALARY:	P 67,005.00	
	ACA/PERA:	P 2,000.00	
ITEM NO.: OSEC-DECSB-MDOF3-660005-2017	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			
Promotes, protects, and maintains the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.			
MINIMUM QUALIFICATION			
EDUCATION	Doctor of Medicine		
EXPERIENCE	None required		
TRAINING	None Required		
ELIGIBILITY	RA 1080 (Physician)		
DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office; 2. Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners; 3. Prepares and submits periodic reports of accomplishments; 4. Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office; 5. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation; 6. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office; 7. Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepEd Established Standards for Health and Nutrition Programs; 8. Does related work. 			



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DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
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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.

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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Any Elementary School within the Division		
POSITION PROFILE			
POSITION:	Teacher II (Senior High School) Academic Track	SALARY GRADE:	12
		MONTHLY SALARY:	P 30,705.00
		ACA/PERA:	P 2,000.00
ITEM NO.:	OSEC-DECSB-TCH2-660509-2016	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's degree with a major in the relevant strand/subject; or Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject		
EXPERIENCE	None Required		
TRAINING	None Required		
ELIGIBILITY	PBET/RA 1080 (Teacher)		
DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Teaches in the high school such subjects as language, arts, mathematics, social studies, science, etc. 2. Enroll pupils in the elementary school; 3. Evaluates student'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 student'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 students; 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; 			



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Handwritten signature

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- 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.

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