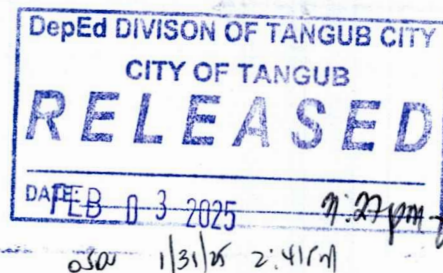




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



January 30, 2025

**DIVISION MEMORANDUM**  
No. 74, s. 2025

**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
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)
Special Education Teacher I (Secondary)	Bachelor's Degree in Education with specialization in Special Education	None Required	None Required	PBET/RA 1080 (Teacher)



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

School Principal I (Elementary)	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher-in- charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	PBET/RA 1080 (Teacher)
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2. Qualified applicants for **Guidance Counselor II, Medical Officer III and School Principal I** 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		
	Medical Officer III	Guidance Counselor II	School Principal I
	Non-Teaching Positions	Teaching Related Position	School Administration Position
Education	5	10	10
Training	10	10	10
Experience	15	10	10
Performance	20	20	25
Outstanding Accomplishments	10	10	10
Application of Education	10	10	10
Application of Learning and Development	10	10	10
Potential (Written Exam, BEI)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

3. Applicants for **Teacher II (Senior High School and Elementary) and Special Education Teacher I** 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 **February 13, 2025**. Documents shall be arranged in the following order, to wit:





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

***Guidance Counselor II, Medical Officer III and School Principal I  
(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;
- 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 and Elementary) and Special Education Teacher I  
(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;



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

- 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.
- 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/01-30-2025

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING





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

Enclosure No.1 to Division Memorandum No. 74 s. 2025

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

- February 13, 2025 - Deadline of Submission of Letter of Intent with Supporting Documents
- February 14-19, 2025 - Initial Evaluation of Documents
- February 20, 2025 - Posting of Initial Evaluation Report (IER)
- February 20-24, 2025 - Applicants are given 3 days to clarify their data in the IER
- February 25, 2025 - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants
- February 26-27, 2025 - Face-to-face Interview and Evaluation of Documents at Division Conference Hall

POSITIONS	DATE AND TIME	VENUE
Guidance Counselor II	February 26, 2025 @ 8:30 AM – 4:30 PM	Division Conference Hall
Medical Officer III		
Teacher II (Senior High School) Academic Track		
Special Education Teacher I (Secondary)		
School Principal I (Elementary)	February 27, 2025 @ 8:30 AM – 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 (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.





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

**VACANCY ANNOUNCEMENT**

<b>DIVISION</b>	Division of Tangub City
<b>SECTION/UNIT</b>	Any Secondary School within the Division
<b>POSITION PROFILE</b>	
<b>POSITION:</b> Guidance Counselor II (Senior High School)	<b>SALARY GRADE:</b> 12 <b>MONTHLY SALARY:</b> P 32,245.00 <b>ACA/PERA:</b> P 2,000.00
<b>ITEM NO.:</b>  OSEC-DECSB-GUIDC2-660176-2016 OSEC-DECSB-GUIDC2-660177-2016	<b>OTHER INCENTIVES/BONUSES:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year Bonus</li><li>• Productivity Enhancement Incentives</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end Bonus</li></ul>
<b>JOB SUMMARY</b>	
Provides and implements guidance and counseling services	
<b>MINIMUM QUALIFICATION</b>	
<b>EDUCATION</b>	Master's Degree in Guidance and Counseling
<b>EXPERIENCE</b>	None Required
<b>TRAINING</b>	None Required
<b>ELIGIBILITY</b>	RA 1080 (Guidance Counselor)
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>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; and</li><li>2. 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.</li></ol>	
<b>DOCUMENTARY REQUIREMENTS</b>	
<ol style="list-style-type: none"><li>a. Checklist of Requirements and Omnibus Sworn Statement</li><li>b. Letter of intent addressed to the HRMPSB Chairperson;</li><li>c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;</li><li>d. Certified photocopy of valid and updated PRC License/ID Card ;</li><li>e. Certified photocopy of Certificate of Eligibility /Report of Rating;</li><li>f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;</li><li>g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;</li></ol>	



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

- 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 **February 13, 2025**.





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

**VACANCY ANNOUNCEMENT**

<b>DIVISION</b>	Division of Tangub City
<b>SECTION/UNIT</b>	School Governance Office Division
<b>POSITION PROFILE</b>	
<b>POSITION:</b> Medical Officer III	<b>SALARY GRADE:</b> 21 <b>MONTHLY SALARY:</b> P 70,013.00 <b>ACA/PERA:</b> P 2,000.00
<b>ITEM NO.:</b>  OSEC-DECSB-MDOF3-660005-2017	<b>OTHER INCENTIVES/BONUSES:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year Bonus</li><li>• Productivity Enhancement Incentives</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end Bonus</li></ul>
<b>JOB SUMMARY</b>	
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.	
<b>MINIMUM QUALIFICATION</b>	
<b>EDUCATION</b>	Doctor of Medicine
<b>EXPERIENCE</b>	None required
<b>TRAINING</b>	None Required
<b>ELIGIBILITY</b>	RA 1080 (Physician)
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office;</li><li>2. Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners;</li><li>3. Prepares and submits periodic reports of accomplishments;</li><li>4. Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office;</li><li>5. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation;</li><li>6. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office;</li><li>7. Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepEd Established Standards for Health and Nutrition Programs;</li><li>8. Docs related work.</li></ol>	

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

**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 **February 13, 2025**.





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

**VACANCY ANNOUNCEMENT**

<b>DIVISION</b>	Division of Tangub City
<b>SECTION/UNIT</b>	Any Secondary School within the Division
<b>POSITION PROFILE</b>	
<b>POSITION:</b>  <div style="text-align: center;"> <b>Teacher II</b>  <b>(Senior High School)</b>  <b>Academic Track</b> </div>	<b>SALARY GRADE:</b> 12 <b>MONTHLY SALARY:</b> P 32,245.00 <b>ACA/PERA:</b> P 2,000.00
<b>ITEM NO.:</b>  <div style="text-align: center;"> <b>OSEC-DECSB-TCH2-660509-2016</b> </div>	<b>OTHER INCENTIVES/BONUSES:</b> <ul style="list-style-type: none"> <li>Monthly Economic Relief Allowance</li> <li>Mid-year Bonus</li> <li>Productivity Enhancement Incentives</li> <li>Clothing Allowance</li> <li>Cash Gift</li> <li>Year-end Bonus</li> </ul>
<b>JOB SUMMARY</b>	
Classroom Teacher	
<b>MINIMUM QUALIFICATION</b>	
<b>EDUCATION</b>	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
<b>EXPERIENCE</b>	None Required
<b>TRAINING</b>	None Required
<b>ELIGIBILITY</b>	PBET/RA 1080 (Teacher)
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>Teaches in the high school such subjects as language, arts, mathematics, social studies, science, etc.</li> <li>Enroll pupils in the elementary school;</li> <li>Evaluates student's progress and provides various experience for their continuous development;</li> <li>Works with other school personnel, parents, and the community for the total development of the children;</li> <li>Keeps student's and school records and prepares required report;</li> <li>Supervises curricular and co-curricular projects and activities of the children;</li> <li>Provides guidance services to her students;</li> <li>Participates in the socio-economic development projects in the community;</li> <li>Coordinates and cooperates with other teachers in school projects or activities;</li> <li>Does related works.</li> </ol>	
<b>DOCUMENTARY REQUIREMENTS</b>	
<ol style="list-style-type: none"> <li>Letter of Intent;</li> <li>Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;</li> </ol>	

*[Handwritten signature]*



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

- 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.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent** supported by the documents stated above on or before **February 13, 2025**.





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

**VACANCY ANNOUNCEMENT**

<b>DIVISION</b>	Division of Tangub City
<b>SECTION/UNIT</b>	Tangub City National High School
<b>POSITION PROFILE</b>	
<b>POSITION:</b> Special Education Teacher I (Secondary)	<b>SALARY GRADE:</b> 14 <b>MONTHLY SALARY:</b> P 37,024.00 <b>ACA/PERA:</b> P 2,000.00
<b>ITEM NO.:</b>  OSEC-DECSB-SPET1-660016-2013	<b>OTHER INCENTIVES/BONUSES:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year Bonus</li><li>• Productivity Enhancement Incentives</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end Bonus</li></ul>
<b>JOB SUMMARY</b>	
Classroom Teacher	
<b>MINIMUM QUALIFICATION</b>	
<b>EDUCATION</b>	Bachelor's Degree in Education with specialization in Special Education
<b>EXPERIENCE</b>	None Required
<b>TRAINING</b>	None Required
<b>ELIGIBILITY</b>	PBET/RA 1080 (Teacher)
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Teaches in the secondary grades subjects such as language, arts, mathematics, social studies, and science.</li><li>2. Enrolls students in the secondary school;</li><li>3. Evaluates students' progress and provides various experience for their continuous development;</li><li>4. Works with other school personnel, parents, and the community for the total development of the learners;</li><li>5. Keeps students' and school records and prepares required report;</li><li>6. Supervises curricular and co-curricular projects and activities of the children;</li><li>7. Provides guidance services to her pupils;</li><li>8. Participates in the socio-economic development projects in the community;</li><li>9. Coordinates and cooperates with other teachers in school projects or activities;</li><li>10. Does related works.</li></ol>	
<b>DOCUMENTARY REQUIREMENTS</b>	
<ol style="list-style-type: none"><li>a. Letter of Intent;</li><li>b. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;</li><li>c. Certified photocopy of last approved appointment;</li></ol>	



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

- 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 **February 13, 2025**.

*[Handwritten signature]*





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

**VACANCY ANNOUNCEMENT**

<b>DIVISION</b>	Division of Tangub City
<b>SECTION/UNIT</b>	Any Elementary School within the Division
<b>POSITION PROFILE</b>	
<b>POSITION:</b> <b>School Principal I (Elementary)</b>	<b>SALARY GRADE:</b> 19 <b>MONTHLY SALARY:</b> P 56,390.00 <b>ACA/PERA:</b> P 2,000.00
<b>ITEM NO.:</b>  <b>OSEC-DECSB-SP1-660925-2010</b>	<b>OTHER INCENTIVES/BONUSES:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year Bonus</li><li>• Productivity Enhancement Incentives</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end Bonus</li></ul>
<b>JOB SUMMARY</b>	
Administrator	
<b>MINIMUM QUALIFICATION</b>	
<b>EDUCATION</b>	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units
<b>EXPERIENCE</b>	Head Teacher for 1 year or Teacher-in-charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
<b>TRAINING</b>	40 hours of relevant training
<b>ELIGIBILITY</b>	PBET/RA 1080 (Teacher)
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Observes and supervises the teaching related subjects, evaluates teaching procedure and sees that they comply with instructional requirements,</li><li>2. Evaluates accomplishments of teachers under his/her charge,</li><li>3. Records and submits reports regarding students and teacher programs</li><li>4. Develop standardized curricula, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, evaluate staff and oversee facilities.</li><li>5. Other important duties entail developing safety protocols and emergency response procedures.</li><li>6. Does related work.</li></ol>	
<b>DOCUMENTARY REQUIREMENTS</b>	
<ol style="list-style-type: none"><li>a. Letter of Intent;</li><li>b. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;</li><li>c. Certified photocopy of last approved appointment;</li><li>d. Certified photocopy of Performance Rating for the last three years;</li><li>e. Updated Service Record;</li></ol>	



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

- 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 **February 13, 2025**.