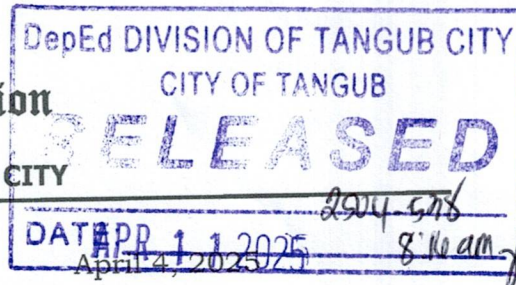




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



DIVISION MEMORANDUM
No. 140, 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)



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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)
Head Teacher III (Elementary)	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 2 years or Teacher-in-charge for 2 years or Teacher for 5 years	PBET/RA 1080 (Teacher)
Head Teacher II (Elementary)	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year or Teacher-in-charge for 1 year or Teacher for 4 years	PBET/RA 1080 (Teacher)
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility
Administrative Aide IV (Accounting Clerk)	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility



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2. 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*”.

3. Qualified applicants for **Guidance Counselor II, Medical Officer III, School Principal I, Head Teacher II, Head Teacher III, Administrative Assistant II and Administrative Aide IV** 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 Aide IV and Administrative Assistant II	Medical Officer III	Guidance Counselor II	School Principal I, Head Teacher II and Head Teacher III
	Non-Teaching Positions		Teaching Related Position	School Administration Position
Education	5	5	10	10
Training	5	10	10	10
Experience	20	15	10	10
Performance	20	20	20	25
Outstanding Accomplishments	10	10	10	10
Application of Education	10	10	10	10
Application of Learning and Development	10	10	10	10
Potential (Written Exam, BEI)	20	20	20	15
Total	100	100	100	100

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 **April 21, 2025**. Documents shall be arranged in the following order, to wit:

Guidance Counselor II, Medical Officer III, Head Teacher II, Head Teacher III School Principal I, Administrative Aide IV and Administrative Assistant II (per DepEd Order No. 7, s. 2023)

- Checklist of Requirements and Omnibus Sworn Statement
- Letter of intent addressed to the HRMPSB Chairperson;



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- 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)
(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.

Handwritten initials and a signature.



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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/04-04-2025
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. 140 s. 2025

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

- April 21, 2025 - Deadline of Submission of Letter of Intent with Supporting Documents
- April 22-29, 2025 - Initial Evaluation of Documents
- April 30, 2025 - Posting of Initial Evaluation Report (IER)
- May 2-6, 2025 - Applicants are given 3 days to clarify their data in the IER
- May 7-9, 2025 - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants
- May 14-16, 2025 - Face-to-face Interview and Evaluation of Documents at Division Conference Hall

POSITIONS	DATE AND TIME	VENUE
Guidance Counselor II	May 14, 2025 @ 08:30 AM – 4:30 PM	Division Conference Hall
Medical Officer III		
Teacher II (Senior High School) Academic Track		
Administrative Aide IV (Accounting Clerk)		
Administrative Assistant II (Disbursing Officer II)		
Head Teacher II (Elementary)	May 15, 2025 @ 8:30 AM – 4:30 PM	
Head Teacher III (Elementary)		
School Principal I (Elementary)	May 16, 2025 @ 8:30 AM – 4:30 PM	

[Handwritten signature]

CHECKLIST OF REQUIREMENTS

Annex C

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

Application Code: _____

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 to the 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 assessment, 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:			
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 Secondary School within the Division
POSITION PROFILE	
POSITION: Guidance Counselor II (Senior High School)	SALARY GRADE: 12 MONTHLY SALARY: P 32,245.00 ACA/PERA: P 2,000.00
ITEM NO.: 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;	



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- 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 **April 21, 2025**.



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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 70,013.00 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
- 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 **April 21, 2025**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Any Secondary School within the Division		
POSITION PROFILE			
POSITION:	Teacher II (Senior High School) Academic Track	SALARY GRADE:	12
		MONTHLY SALARY:	P 32,245.00
		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			
a. Letter of Intent;			



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- 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.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **April 21, 2025**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Any Elementary School within the Division
POSITION PROFILE	
POSITION: School Principal I (Elementary)	SALARY GRADE: 19 MONTHLY SALARY: P 56,390.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-SP1-660921-2010	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	
Administrator	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units
EXPERIENCE	Head Teacher for 1 year or Teacher-in-charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
TRAINING	40 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. 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;	



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- 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 **April 21, 2025**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Anywhere in Elementary Schools within the Division
POSITION PROFILE	
POSITION: Head Teacher II (Elementary)	SALARY GRADE: 15 MONTHLY SALARY: P 40,208.00 ACA/PERA: P 2,000.00
ITEM NO.: OSEC-DECSB-HTEACH2-660160-1998	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	
Implementing the Enhanced K-12 Curriculum	
MINIMUM QUALIFICATION	
EDUCATION	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units
EXPERIENCE	Head Teacher for 1 year or Teacher-in-charge for 1 year or Teacher for 4 years
TRAINING	Twenty-four (24) hours of relevant training
ELIGIBILITY	PBET/RA 1080 (Teacher)
DUTIES AND RESPONSIBILITIES	
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 programs 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. 5. Other important duties entail developing safety protocols and emergency response procedures. 6. Does related work.	
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;	



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- 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 **April 21, 2025**.



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Anywhere in Elementary Schools within the Division		
POSITION PROFILE			
POSITION: Head Teacher III (Elementary)	SALARY GRADE: 16 MONTHLY SALARY: P 43,560.00 ACA/PERA: P 2,000.00		
ITEM NO.: OSEC-DECSB-HTEACH2-660402-1998	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			
Implementing the Enhanced K-12 Curriculum			
MINIMUM QUALIFICATION			
EDUCATION	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units		
EXPERIENCE	Head Teacher for 2 years or Teacher-in-charge for 2 years or Teacher for 5 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;			



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- 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.

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Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	Anywhere in Elementary and Secondary Schools within the Division		
POSITION PROFILE			
POSITION: Administrative Assistant II (Disbursing Officer II)		SALARY GRADE:	8
		MONTHLY SALARY:	P 21,448.00
		ACA/PERA:	P 2,000.00
ITEM NO.: OSEC-DECSB-ADAS2-660196-2017 OSEC-DECSB-ADAS2-660338-2016		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			
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:			
9. Preparation/maintenance of registries of allotment and obligations 10. Preparation of financial and accountability reports and maintenance of subsidiary ledgers 11. Preparation of liquidation of cash advances 12. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) 13. 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 division 14. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances 15. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant			
Budgeting Services			
Budgeting System			
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

- n. Checklist of Requirements and Omnibus Sworn Statement
- o. Letter of intent addressed to the HRMPSB Chairperson;
- p. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- q. Certified photocopy of valid and updated PRC License/ID Card ;
- r. Certified photocopy of Certificate of Eligibility /Report of Rating;
- s. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- t. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- u. Certified photocopy of Certificates of relevant Trainings attended;
- v. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- w. Certified photocopy of latest approved appointment, if applicable;
- x. 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;
- y. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- z. Other documents relevant to the applied positions.

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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City
SECTION/UNIT	Tangub City National High School
POSITION PROFILE	
POSITION: Administrative Aide IV (Accounting Clerk)	SALARY GRADE: 4 MONTHLY SALARY: P 16,833.00 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 and provide administrative support in the effective and efficient operation of Accounting Office.	
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	
<ol style="list-style-type: none">1. Process and assess provident loan applications;2. Prepare statements of accounts and billings;3. Prepare and issue certificates of provident loan;4. Prepare Provident Fund financial Statements;5. Prepare disbursement vouchers and Advice for Provident Loan transactions6. Maintain and update Enhanced Financial Reporting System using Microsoft Access7. Maintain and update borrower's ledger card and loans receivable summary8. Provide assistance to borrowers or potential borrowers in Provident Loan-related inquiries and/or concerns; and9. Perform other related tasks as may be assigned by the School Accountant	
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;	



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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;
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