

Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

DepEd CIVISON OF TANGUB CITY
CITY OF TANGUB

RELEASED

DATE 2 8 MAY 2025 2:17 Pm

May 27, 2025

DIVISION MEMORANDUM No. 178, 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
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Administrative Officer II (HRMO I)	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

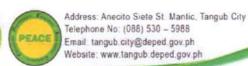
2. Qualified applicants for **Medical Officer III and Administrative Officer II** shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;

	Breakdown of Points	
CRITERIA	Medical Officer III and Administrative Officer II	
Education	5	
Training	10	
Experience	15	
Performance	20	
Outstanding Accomplishments	10	
Application of Education	10	
Application of Learning and Development	10	
Potential (Written Exam, BEI)	20	
Total	100	











Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.24	Page	1 of 4



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

- 3. 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.
- 4. **Two sets of Letter of Intent supported by the documents** stated below shall be submitted on or before **June 16, 2025**. Documents shall be arranged in the following order, to wit:

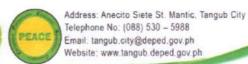
Medical Officer III and Administrative Officer II (per DepEd Order No. 7, s. 2023)

- 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 Scholastic/Academic record such as:
 - General Weighted Average (GWA) in the highest academic/grade level earned;
 - Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available:
- g. Certified photocopy of Certificates of relevant Trainings attended, if applicable:
- h. Certified photocopy of Certificate of Employment (COE), Contract of Service, or duly signed Updated Service Record, whichever is/are applicable;
- i. Certified photocopy of latest approved appointment, if applicable;
- j. 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;
- Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- 1. Other documents relevant to the applied positions.
- 5. 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-l.) shall be at the bottom of the documents.
 - The original copies of the documents shall be brought during the interview/deliberation.











Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.24	Page	2 of 4



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

- Only the qualified applicants who can attend the interview/ deliberation shall be included in the rank list.
- 6. 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.
- 7. 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
- 8. 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

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

SHAMBAEH A. ABANTASUSMAN, PhD, CESO YI

Schools Division Superintendent

SAAU/LMCB/05-27-2025
To be indicated in the Perpetual Index
Under the following subjects:
 APPOINTMENT
 PROMOTION
 HUMAN RESOURCE
 PERSONNEL SELECTION BOARD
RANKING









oc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.24	Page	3 of 4



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

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

SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION, AND SELECTION

June 16, 2025

- Deadline of Submission of Letter of Intent with

Supporting Documents

June 17-20, 2025

- Initial Evaluation of Documents

June 23, 2025

- Posting of Initial Evaluation Report (IER)

June 23-25, 2025

- Applicants are given 3 days to clarify their data in

the IER

June 26-27, 2025

- Release of Annex E (Qualification Notice) and/or

Annex F (Disqualification Notice) to the applicants

July 2, 2025

- Face-to-face Interview and Evaluation of Documents at

Division Conference Hall

POSITIONS	DATE AND TIME	VENUE	
Administrative Officer II (HRMO I)	July 2, 2025 @	Division	
Medical Officer III	8:30 AM - 4:30 PM	Conference Hall	











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 to legal writing and a) (where 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.

Person Administering Oath



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

VACANCY ANNOUNCEMENT

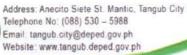
DIVISION	Division of Ta	
SECTION/UNIT	Any Element Division	tary and Secondary School within the
POSITION PROFILE		这种 化冷却 医皮肤性 有力 医皮肤 医多种 医多种
POSITION:		SALARY GRADE: 11
Administrative Off (HRMO I)	icer II	MONTHLY SALARY: P 30,024.00 ACA/PERA: P 2,000.00
ITEM NO.:		OTHER INCENTIVES/BONUSES:
OSEC-DECSB-ADOF2-666	0298-2025 0299-2025 0300-2025 0301-2025 0303-2025 0304-2025 0305-2025 0306-2025 0307-2025 0309-2025 0311-2025 0312-2025 0312-2025 0315-2025 0316-2025 0316-2025 0317-2025 0318-2025 0319-2025 0320-2025 0321-2025	 Monthly Economic Relief Allowance Mid-year Bonus Productivity Enhancement Incentives Clothing Allowance Cash Gift Year-end Bonus

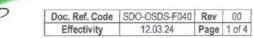














Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

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

- 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:
 - a. recruitment and selection of applicants in the school assigned
 - 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

- 1. Update regularly 201 files and maintain database of personal information of school personnel.
- 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)
- 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









Address: Anecito Siete St. Mantic, Tangub City Telephone No: (088) 530 – 5988 Email: tangub.city@deped.gov.ph Website: www.tangub.deped.gov.ph



Doc. Ref. Code	SDO-OSDS-F040		
Effectivity	12.03.24	Page	2 of 4



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

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.
- 2. Assist the school planning team in the preparation of SIP/AIP.
- 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

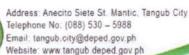
- a. Checklist of Requirements and Omnibus Sworn Statement;
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card;
- e. Certified photocopy of Certificate of Eligibility/Report of Rating;
- f. Certified photocopy of Scholastic/Academic record such as:
 - General Weighted Average (GWA) in the highest academic/grade level earned;













Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

- Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Certified photocopy of Certificates of relevant Trainings attended, if applicable;
- h. Certified photocopy of Certificate of Employment (COE), Contract of Service, or duly signed Updated Service Record, whichever is/are applicable;
- i. Certified photocopy of latest approved appointment, if applicable;
- Certified photocopy of Performance Rating for the last rating period covering one
 year performance in the current/latest position prior to the deadline of submission;
- k. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- 1. 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 June 16, 2025.











oc. Ref. Code	SDO-OSDS-F040	Rev	00
Effectivity	12.03.24	Page	4 of 4



Department of Education

Region X SCHOOLS DIVISION OF TANGUB CITY

VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	School Governance Office Division		
POSITION PROFILE	工业企业的企业的企业的企业企业。 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		
POSITION: Medical Officer	SALARY GRADE: 21 III MONTHLY SALARY: P 70,013.00 ACA/PERA: P 2,000.00		
OSEC-DECSB-MDOF3-66	• 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

- Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office;
- 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;
- Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office;
- 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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Department of Education

Region X
SCHOOLS DIVISION OF TANGUB CITY

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