



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



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;

CRITERIA	Breakdown of Points
	Medical Officer III and Administrative Officer II
	Non-Teaching Positions
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
<b>Total</b>	<b>100</b>



Republic of the Philippines  
**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;
- k. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- l. 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.

*[Handwritten signature]*





Republic of the Philippines  
**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. ABANTAS USMAN, PhD, CESO VI**  
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



**Republic of the Philippines**  
**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 @ 8:30 AM – 4:30 PM	Division Conference Hall
Medical Officer III		

**CHECKLIST OF REQUIREMENTS**

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 (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 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.





Republic of the Philippines  
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**VACANCY ANNOUNCEMENT**

DIVISION	Division of Tangub City		
SECTION/UNIT	Any Elementary and Secondary School within the Division		
POSITION PROFILE			
POSITION: Administrative Officer II (HRMO I)		SALARY GRADE:	11
		MONTHLY SALARY:	P 30,024.00
		ACA/PERA:	P 2,000.00
ITEM NO.:		OTHER INCENTIVES/BONUSES:	
OSEC-DECSB-ADOF2-660297-2025		• Monthly Economic Relief Allowance	
OSEC-DECSB-ADOF2-660298-2025		• Mid-year Bonus	
OSEC-DECSB-ADOF2-660299-2025		• Productivity Enhancement	
OSEC-DECSB-ADOF2-660300-2025		Incentives	
OSEC-DECSB-ADOF2-660301-2025		• Clothing Allowance	
OSEC-DECSB-ADOF2-660302-2025		• Cash Gift	
OSEC-DECSB-ADOF2-660303-2025		• Year-end Bonus	
OSEC-DECSB-ADOF2-660304-2025			
OSEC-DECSB-ADOF2-660305-2025			
OSEC-DECSB-ADOF2-660306-2025			
OSEC-DECSB-ADOF2-660307-2025			
OSEC-DECSB-ADOF2-660308-2025			
OSEC-DECSB-ADOF2-660309-2025			
OSEC-DECSB-ADOF2-660310-2025			
OSEC-DECSB-ADOF2-660311-2025			
OSEC-DECSB-ADOF2-660312-2025			
OSEC-DECSB-ADOF2-660313-2025			
OSEC-DECSB-ADOF2-660314-2025			
OSEC-DECSB-ADOF2-660315-2025			
OSEC-DECSB-ADOF2-660316-2025			
OSEC-DECSB-ADOF2-660317-2025			
OSEC-DECSB-ADOF2-660318-2025			
OSEC-DECSB-ADOF2-660319-2025			
OSEC-DECSB-ADOF2-660320-2025			
OSEC-DECSB-ADOF2-660321-2025			
OSEC-DECSB-ADOF2-660322-2025			
OSEC-DECSB-ADOF2-660323-2025			
OSEC-DECSB-ADOF2-660324-2025			
OSEC-DECSB-ADOF2-660325-2025			
OSEC-DECSB-ADOF2-660326-2025			
OSEC-DECSB-ADOF2-660327-2025			
OSEC-DECSB-ADOF2-660328-2025			
OSEC-DECSB-ADOF2-660329-2025			
OSEC-DECSB-ADOF2-660330-2025			
OSEC-DECSB-ADOF2-660331-2025			



Republic of the Philippines  
**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**

<b>EDUCATION</b>	Bachelor's Degree
<b>EXPERIENCE</b>	None Required
<b>TRAINING</b>	None Required
<b>ELIGIBILITY</b>	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
  - 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**

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)
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.
9. 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





Republic of the Philippines  
**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.
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 Scholastic/Academic record such as:
  - General Weighted Average (GWA) in the highest academic/grade level earned;





Republic of the Philippines  
**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;
- 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;
- k. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- l. 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**.



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 Region X  
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**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. Does related work.</li> </ol>			





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

**DOCUMENTARY REQUIREMENTS**

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- l. Other documents relevant to the applied positions.

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