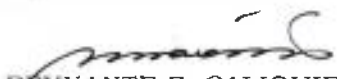




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 All Public Elementary and Secondary School Principals/OICs
 All Others Concerned

From: 
 REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Date: July 9, 2020

Subject: **ANNOUNCEMENT OF VACANCIES IN THE DEPED DIVISION OF TUGUEGARAO CITY**

1. The DepEd Division of Tuguegarao City is announcing the vacancies for the positions, viz:

Position/	Item No. / SG / Salary	Education	Relevant Training	Relevant Experience	Eligibility	Place of Assignment
Administrative Officer II (Administrative Officer I)	ADOF2-120061-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Tug. West CS
Administrative Officer II (Administrative Officer I)	ADOF2-120062-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Tug. North CS
Administrative Officer II (Administrative Officer I)	ADOF2-120063-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Tug. East CS
Administrative Officer II (Administrative Officer I)	ADOF2-120064-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Tug. Northeast CS
Administrative Officer II (Administrative Officer I)	ADOF2-120065-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Annafunan ES

Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net



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DEPARTMENT OF EDUCATION
RELEASED
 Date: JUL 10 2020 By: bk 1:07
 Control No. 1013-07-20
 DIVISION OF TUGUEGARAO CITY



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Administrative Officer II (Administrative Officer I)	ADOF2-120066-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Cataggama n ES
Administrative Officer II (Administrative Officer I)	ADOF2-120067-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Linao ES
Administrative Officer II (Administrative Officer I)	ADOF2-120068-2020/ SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Bagay ES
Administrative Officer II (Administrative Officer I)	ADOF2-120069-2020 / SG 11 / P 22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2 nd Level Eligibility)	Libag ES
Administrative Aide VI (Clerk III)	ADA6-120071-2014 / SG 6 / P 15,524.00	Completion of two years in College	None required	None required	Career Service Sub-Professional (1 st Level Eligibility)	Division Office – Supply Unit
Administrative Aide I (Utility Worker)	ADA1-120160-2004 / SG 1 / P 11,551.00	Able to read and write	None required	None required	None required	Linao National High School

2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, all interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their **Letter of Intent** through email address: tuguegarao@deped.gov.ph and **may personally hand in or send through courier their application portfolio, properly labeled and with tabs, in two (2) copies**, addressed to: The Officer In-Charge, Office of the Schools Division Superintendent, Deped Division of Tuguegarao City, not later than **July 20, 2020 (Monday)** with the following order of supporting documents, viz:

- a. Duly signed **Letter of Intent**;
- b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**. The format and/or copy of which can be downloaded at www.csc.gov.ph;
- c. **Performance Ratings** for the last three (3) rating periods, from current/previous employer, if any;
- d. Duly certified updated **Service Records and/or Certificate/s of Employment** from current/previous employer/s, if any;



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- e. Photocopy of authenticated/certified **Transcript of Records (TOR)** – Bachelor’s Degree and Post Graduate Studies, if any;
 - f. Photocopy of authenticated/certified **Certificate/s of Eligibility/ Rating/ License**, if any;
 - g. Photocopy of **Certificates of Participation** to relevant trainings/ seminars attended **with supporting documents** (such as travel order and legal basis for the travel), if any;
 - h. **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007**, if any;
 - i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
3. **All** interested applicants are likewise **REQUIRED** to register online via the link below:
- bit.ly/ApplicationForNonTeachingPositionsJULY2020**
4. For information, guidance and compliance.

PER/mfdm



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