

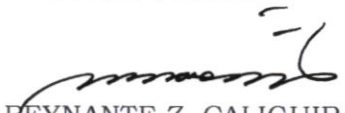


**Republic of the Philippines**  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

**MEMORANDUM**

ADM-2021-007

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

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

Date: May 19, 2021

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 Number	Education	Relevant Training	Relevant Experience	Eligibility	Assignment
Administrative Officer IV / OSEC-DECSB-ADOF4-120049-2004	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Cagayan National High School – Junior High School
Assistant School Principal II / OSEC-DECSB-ASP2-120028-2016	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Science with at least 18 units in professional education	8 hours of relevant training	Two (2) years of relevant experience	RA 1080 (Teacher)	Cagayan National High School - Senior High School
Principal I / OSEC-DECSB-SP1-120166-2010	Bachelor's Degree in Secondary 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	RA 1080 (Teacher) and Passer of the National Qualificati	Junior High School



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 844-7925; (078) 377-8805  
Email Address: [tuguegarao@depd.gov.ph](mailto:tuguegarao@depd.gov.ph)  
Website: [depd.tuguegarao.net](http://depd.tuguegarao.net)



Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>001</b>
As of:	<b>Jan. 25, 2021</b>	Page:	<b>1</b>

			Master Teacher for 2 years; or Teacher for 5 years.	on Examinati on for School Heads	
--	--	--	---	--	--

2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their application portfolio **online** through email address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph) and **may hand in or send through courier**, 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 **May 31, 2021 (Monday), 4:00pm** 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](http://www.csc.gov.ph);
  - c. **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer, if any;
  - d. Updated **Service Records and/or Certificate/s of Employment** from current/previous employer/s, if any;
  - e. **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
  - f. **Certificate/s of Eligibility/ Rating/ License**, if any;
  - g. **Certificates of Participation** to relevant trainings/ seminars attended **with supporting documents** (such as travel order and legal basis for the travel) **and not credited during the last promotion**, if any;
  - h. **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 42, s. 2007 (for the Principal I and Asst. School Principal II) and DepEd. Order No. 66, s. 2007 (for the Administrative Officer IV)**, if any;
  - i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
3. Items b to g are required to determine the qualification of an applicant per the minimum Qualification Standards set by the Department. Hence, the non-submission of any of these documents shall result to the outright disqualification of an applicant.
4. When **attaching files (for online submission)**, ensure that scanned copies of each of the supporting documents shall be labeled accordingly with the corresponding file names separately per item and in particular order, e.g.:
- a. The Letter of Intent shall bear the file name "Letter of Intent";
  - b. The next item - Personal Data Sheet - shall be separated and shall bear its own file name "Personal Data Sheet";
  - c. The third item - Performance Ratings - if any, shall likewise be separated and shall bear its own file name "Performance Ratings";



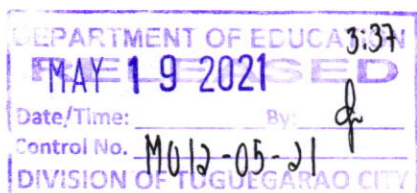
**Address:** Regional Government Center, Carig Sur, Tuguegarao City, 3500  
**Telephone Nos.:** (078) 844-7925; (078) 377-8805  
**Email Address:** [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
**Website:** [depedtuguegarao.net](http://depedtuguegarao.net)

Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>001</b>
As of:	<b>Jan. 25, 2021</b>	Page:	<b>2</b>



- d. And so on and so forth.
5. For other concerns and assistance, you can reach the Personnel Unit, this Division, via cp number 0905-6501686.
6. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/mfdm



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 844-7925; (078) 377-8805  
Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
Website: [depedtuguegarao.net](http://depedtuguegarao.net)

Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>001</b>
As of:	<b>Jan. 25, 2021</b>	Page:	<b>3</b>

