




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

MEMORANDUM
 ADM-2021-016

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: August 6, 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 / SG / Salary	Education	Relevant Training	Relevant Experience	Eligibility	Assignment
Librarian II / LIB2-120084- 2014 / SG 15 / P 33,575.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Librarian)	SDO - Curriculum Implement ation Division (CID) <i>Vice</i> ANTONETTE S. ANDRES
Master Teacher II / MTCHR2- 120176-2001 / SG 19 / P 48,313.00	Bachelor's degree in Education; or Bachelor's degree w/ 18 professional units plus completion of Academic Requirements for MA	24 hours of relevant training	Master Teacher I for 1 year	RA 1080 (Teacher)	Tuguegarao West District <i>Vice</i> ANITA M. CALIMAG



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Master Teacher I / Anticipated Vacancy (Chain of MTCHR2-120176-2001) / SG 18 / P 43,681.00	Bachelor's degree in Education; or Bachelor's degree w/ 18 professional units in Education plus 18 units for a Master's degree in Education or its equivalent	None required	Three (3) years as Teacher III	RA 1080 (Teacher)	Tuguegarao West District <i>Vice chain of ANITA M. CALIMAG</i>
Head Teacher VI / HTEACH6-120005-2002 / SG 19 / P 48,313.00 (FILIPINO)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 5 years; or Master Teacher for 4 years	RA 1080 (Teacher)	Cagayan National High School - Junior HS <i>Vice LUZVIMINDA T. PASION</i>
Head Teacher VI / HTEACH6-120007-2001 / SG 19 / P 48,313.00 (SOCIAL SCIENCE)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 5 years; or Master Teacher for 4 years	RA 1080 (Teacher)	Cagayan National High School - Junior HS <i>Vice NIDA B. ERMITANIO</i>
Master Teacher II / MTCHR2-120552-2001 / SG 19 / P 48,313.00 (OPEN TO ALL LEARNING AREAS)	Bachelor of Secondary Education or its equivalent or Bachelor's degree w/ 18 professional units plus completion of Academic Requirements for MA	24 hours of relevant training	Master Teacher I for 1 year	RA 1080 (Teacher)	Cagayan National High School - Junior HS <i>Vice MARILEN M. TAPPA</i>
Master Teacher I / Anticipated Vacancy (Chain of MTCHR2-120552-2001) / SG 18 / P 43,681.00 (ENGLISH)	Bachelor of Secondary Education or its equivalent or Bachelor's degree w/ 18 professional units and 18 units for a Master's degree in Education or its equivalent	None required	Three (3) years as Teacher III	RA 1080 (Teacher)	Cagayan National High School - Junior HS <i>Vice chain of MARILEN M. TAPPA</i>
Master Teacher I / MTCHR1-120834-2001 / SG 18 / P 43,681.00 (ENGLISH)	Bachelor of Secondary Education or its equivalent or Bachelor's degree w/ 18 professional units and 18 units for a Master's degree in Education or its equivalent	None required	Three (3) years as Teacher III	RA 1080 (Teacher)	Cagayan National High School - Junior HS <i>Vice GEORGE B. ANDAL, JR.</i>

2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, interested applicants, regardless of age, sexual orientation, gender,



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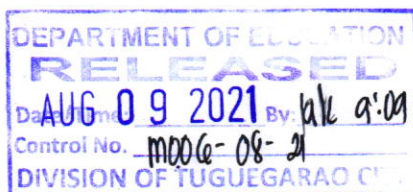
disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their application portfolio **through courier or hand in**, properly labeled and with tabs, in **two (2) copies**, addressed to: The Officer-In-Charge, Office of the Schools Division Superintendent, DepEd Division of Tuguegarao City, not later than **August 16, 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;
- c. **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer (S.Y. 2020-2021 as the latest), if any;
- d. Updated **Service Record/s 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. 66, s. 2007 (for the Librarian II (Non-Teaching Group - Level 2) and Head Teacher VI (Teaching and Related Teaching Group); and**

Proofs of Leadership Potential and Accomplishment as per **MEC Order No. 10, s. 1979 (for the Master Teacher I and II)**, 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. For other concerns and assistance, you can reach the Personnel Unit, this Division, via cp number 0905-6501686.
 5. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/mfdm



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