




Republic of the Philippines  
**Department of Education**  
 Region II – Cagayan Valley  
**SCHOOLS DIVISION OF TUGUEGARAO CITY**

**MEMORANDUM**

ADM-2021- 024

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: October 8, 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:

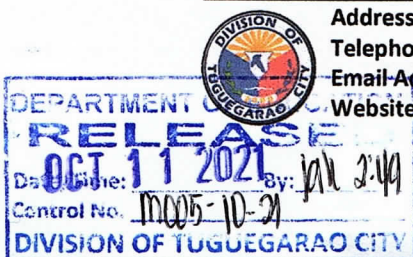
Position / / Item Number / SG / Salary	Qualification Standards (QS)				
	Education	Relevant Training	Relevant Experience	Eligibility	Assignment
Planning Officer III / PLO3-120075-2014/ SG 18 / P 43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional Appropriate Eligibility for Second Level Position)	Division Office - School Governance and Operations Division  <i>Vice YOLANDA C. PAGULAYAN</i>
Master Teacher II / MTCHR2-120564-2001 / SG 19 / P 48,313.00  <b>OPEN TO ALL LEARNING AREAS</b>	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 EDMUND C. CARONAN</i>

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)



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Master Teacher I / Anticipated Vacany / SG 18 / P 43,681.00  <b>OPEN TO ALL LEARNING AREAS</b>	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 1.080 (Teacher)	Cagayan National High School - Junior HS  <b>Vice chain of EDMUND C. CARONAN</b>
Master Teacher II / MTCHR2-120550-2001 / SG 19 / P 48,313.00  <b>OPEN TO ALL LEARNING AREAS</b>	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 1.080 (Teacher)	Cagayan National High School - Junior HS  <b>Vice VILMA C. NARAG</b>
Master Teacher I / Anticipated Vacany / SG 18 / P 43,681.00  <b>OPEN TO ALL LEARNING AREAS</b>	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 1.080 (Teacher)	Cagayan National High School - Junior HS  <b>Vice chain of VILMA C. NARAG</b>

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 **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 **October 18, 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. Photocopy of **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer, if any;
- d. Photocopy of Updated **Service Record/s and/or Certificate/s of Employment** from current/previous employer/s, if any;
- e. Photocopy of **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
- f. Photocopy of **Certificate/s of Eligibility/ Rating/ License**, if any;



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- g. Photocopy of **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. Photocopy of **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007 (for the Planning Officer III - Non-Teaching Group - Level 2)** and;

Photocopy of **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 (if required in the QS) 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/mjdm



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