




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

MEMORANDUM
 ADM-2021- 26

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: November 5, 2021

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

- 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
Administrative Aide VI (Clerk III) / ADA6-120072-2014 / SG 06 / P 16, 200.00	At least two (2) years in College Education	None required	None required	CS Sub-Professions / First Level Eligibility	Division Office Proper (OSDS)
Education Program Supervisor (CID) / EPSVR-120018-2010/ SG 22 / P 68,415.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	Eight (8) hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	Division Office Proper (CID)

- 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



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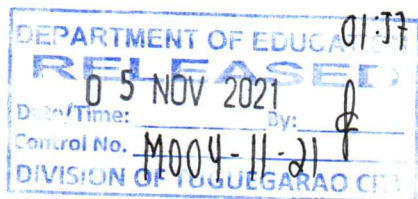
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requirements may submit their application portfolio **through courier or hand in**, properly labeled and with tabs, in **two (2) copies**, addressed to: The Officer-In-Charge, Office of the Schools Division Superintendent, DepEd Division of Tuguegarao City, not later than **November 15, 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. 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;
 - 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**, if any:
 - a. *For the Administrative Aide VI, specific number of point/s assigned to each criterion under the Non-Teaching Group (Level 1) shall be used;*
 - b. *For the Education Program Supervisor – specific number of point/s assigned to each criterion under the Teaching and Related Teaching shall be used.*
 - 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/mfdm



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