



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

MEMORANDUM

ADM-2022- 011

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, *vnd*
Schools Division Superintendent

Date: February 28, 2022

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

1. The DepEd Division of Tuguegarao City is announcing the vacancy for the position, viz:

| Position / / Item Number / SG / Salary | Qualification Standards (QS) | | | | |
|---|------------------------------|-------------------|---------------------|--|---|
| | Education | Relevant Training | Relevant Experience | Eligibility | Assignment |
| Administrative Aide IV (Driver II) / OSEC-DECSB-ADA4-120106-2004 / SG 04 / P 14, 993.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 11, s. 1996 - Cat. IV) | Office of the Schools Division Superintendent |

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 **March 7, 2022 (Monday), 4:00pm** with the following order of supporting documents, viz:

- a. Duly signed **Letter of Intent**;

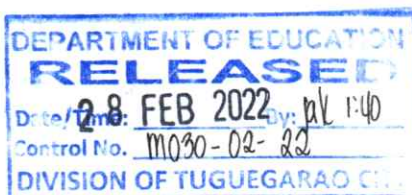


Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

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- 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 **Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007** and **Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement**, if any; and
 - 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. Copy of the Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement and Job Description for each vacancy are herewith attached for your reference and guidance.
 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



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