



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

MEMORANDUM
ADM-2022-020

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
Schools Division Superintendent

Date: June 20, 2022

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)				School / Office Assignment
	Education	Relevant Training	Relevant Experience	Eligibility	
Public Schools District Supervisor / PSDS-120088- 2014 / P 69,963 (Vice ROSARIO B. DELA CRUZ)	Master's Degree in Education or other relevant Master's Degree	Sixteen (16) hours of relevant training	Five (5) years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	SDO - Curriculum and Implementation Division
Education Program Supervisor / EPSVR-120019- 2010 / P 69,963 ARALING PANLIPUNAN (Vice CHELO C. TANGAN)	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)	SDO - Curriculum and Implementation Division



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
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Administrative Aide VI (Clerk III) / ADA6-120071-2014 / P 16,877 (Vice Leon P. Babaran, Jr.)	At least two (2) years in College Education	None required	None required	CS Sub-Professions / First Level Eligibility	SDO – Asset Management
School Principal III / SP3-120314-2010 / P 62,449 (Vice MILAGROS B. QUIZZAGAN)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours relevant training	Two (2) years as Principal	RA 1080 (Teacher) and Passer of the National Qualification Examination for School Heads	Elementary School
School Principal II / P 55,799 Anticipated Vacancy (Vice chain of MILAGROS B. QUIZZAGAN)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours relevant training	1 year as Principal	RA 1080 (Teacher) and Passer of the National Qualification Examination for School Heads	Elementary School
School Principal I / Anticipated Vacancy / P 49,835 Anticipated Vacancy (Vice chain of MILAGROS B. QUIZZAGAN)	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours relevant training	Head Teacher I for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) and Passer of the National Qualification Examination for School Heads	Elementary School
School Principal I / SP1-120173-2010 / P 49,835 (Vice JULIETO B. ATTARAN)	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours relevant training	Head Teacher I for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) and Passer of the National Qualification Examination for School Heads	Elementary School
Master Teacher I (Junior High School) / MTCHR1-121361-2001 / P 45,203 ARALING PANLIPUNAN (Vice EDMAR C. SAY)	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)	Gosi National High School

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**



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in, properly labeled and with tabs, in **two (2) copies**, addressed to: The Schools Division Superintendent, Deped Division of Tuguegarao City, not later than **July 4, 2022 (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 **Outstanding Accomplishments** as per:

DepEd Order No. 66, s. 2007 (for the Non-Teaching and Teaching Related positions) or **DepEd Order No. 42, s. 2007** (for the School Heads positions); 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 is 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/mjdm



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