



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

MEMORANDUM
ADM-2022-038

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
All Elementary and Secondary School Principals/OICs
Unit Heads
All Others Concerned

From: 
REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Date: November 7, 2022

Subject: **ANNOUNCEMENT OF VACANCIES IN THE DEPED DIVISION OF
TUGUEGARAO CITY – SCHOOL PRINCIPAL II (ELEMENTARY)**

1. The DepEd Division of Tuguegarao City is announcing the vacancies for the following positions, viz:

Position/ Item Number / Salary Grade	Qualification Standards (QS)				Plantilla Item
	Education	Relevant Training	Relevant Experience	Eligibility	
School Principal II / OSEC-DECSB-SP2-120309-2010 / SG 20	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher) and NQESH Passer	Elementary 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**



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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in, properly labeled and with tabs, in **two (2) copies**, addressed to: The Schools Division Superintendent, DepEd-Division of Tuguegarao City, not later than **November 21, 2022 (Monday), 5:00pm** 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. 42, s. 2007**; and

Regional Policy Outlining the Internal Guideline on Recruitment, Selection, and Placement

- 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. Late submission will not be entertained.
 5. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/rga/mav



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