



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

Advisory No. 024, s. 2023
March 3, 2023

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

The DepEd Division of Tuguegarao City wishes to announce the vacant position for filling-up. Herewith are the minimum **Qualification Standard** requirements of the position for the information and guidance of all interested and qualified applicants to wit:

Position/ Item Number / Salary Grade	Education	Training	Experience	Eligibility	Place of Assignment
Accountant I/ OSEC-DECSB-A1- 120032-2001/ SG 12 <i>Vice Marie Dianne T. Ballard</i>	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	Cagayan National High School – Junior HS

This Office 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 Schools Division Superintendent, DepEd-Division of Tuguegarao City, not later than **March 13, 2023 (Monday), 5:00PM** with the following order of supporting documents, viz:

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



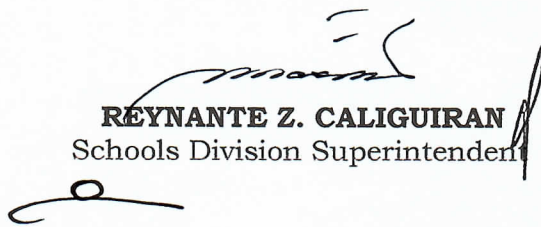
Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.com

Doc Code:	FM-ORD-006	Rev:	00
As of:	July 2, 2018	Page:	1

- 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** and **Regional Policy Outlining the Internal Guideline 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.

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.

Late submission will not be entertained.


REYNANTE Z. CALIGUIRAN
 Schools Division Superintendent

PER/rga/sta

DEPARTMENT OF EDUCATION
RELEASE 04:43
 Date/Time: 03 MAR 2023 By: Claire Anne S. Ventura
 Control No. ADVNO-0235-2023
 DIVISION OF TUGUEGARAO CITY



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As of:	July 2, 2018	Page:	2