



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

Advisory No. 007, s. 2023  
March 9, 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
<b>Head Teacher III/ OSEC-DECSB- HTEACH3- 120225-2007/ SG 16</b>  <b>Vice Pilar A. Tumanguil</b>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Linao 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 20, 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](http://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;



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

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- 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**, if any; and
- i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.

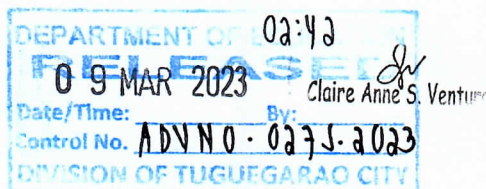
Items b to g are required to determine the qualification of an applicant per the minimum Qualification Standards set by the Department. Hence, the non-submission of any of these documents (if required in the QS) shall result to the outright disqualification of an applicant.

Late submission will not be entertained.

  
**REYNANTE Z. CALIGUIRAN**  
 Schools Division Superintendent



PER/rga/sta



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