



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

Advisory No. 035, s. 2023
March 23, 2023

**ANNOUNCEMENT OF VARIOUS VACANCIES IN THE DEPED
DIVISION OF TUGUEGARAO CITY**

The DepEd Division of Tuguegarao City wishes to announce the following vacant positions for filling-up. Herewith are the minimum **Qualification Standard (QS)** requirements of positions 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
Administrative Assistant II (Bookkeeper) / OSEC-DECSB-ADAS2-120015-2018 / SG 8 <i>Vice Belinda M. Fulgar</i>	Completion of two years in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Cagayan National High School - Junior High School
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120298-2016 / SG 8 <i>Vice Temiteo B. Asuncion, Jr.</i>	Completion of two years in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Schools Division of Tuguegarao-Accounting Unit
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120185-2017 / SG 8 <i>Vice Jacqueline V. Borquillo</i>	Completion of two years in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Schools Division of Tuguegarao-Accounting Unit
Administrative Aide VI (Clerk III) / OSEC-DECSB-ADA6-120073-2014 / SG 6 <i>Vice Angeline Kate T. Castañeda</i>	Completion of two years in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Schools Division of Tuguegarao-Personnel Unit



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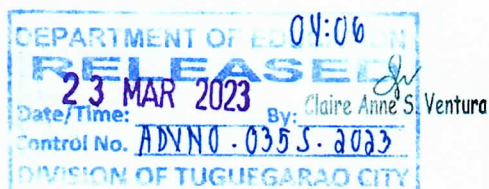
Administrative Aide VI (Clerk III) / OSEC-DECSB-ADA6-120076- 2014 / SG 6 <i>Vice Karelle Kilgerinn D. Vinagrera</i>	Completion of two years in college	None required	None required	Career Service Sub- Professional (First Level Eligibility)	Schools Division of Tuguegarao- OSDS
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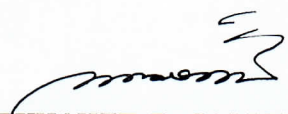
This Office fully implements the **Equal Employment Opportunity Policy**, hence, interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their application portfolio **through courier or 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 **April 3, 2023 (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. 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. CALIGUIRAND
 Schools Division Superintendent

PER/rga/sta



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