



Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION

000046

January 2, 2025

DIVISION MEMORANDUM
No. 002 s. 2025

RECRUITMENT AND SELECTION OF VACANT POSITIONS

To: Assistant Schools Division Superintendent
Chiefs
All Public Elementary and Secondary School Heads
Human Resource Merit Promotion and Selection Board

1. This Office announces the acceptance of application for the following vacant positions, to wit:

Position	Station/Vacancy	Qualification of Standards				Schedule of Ranking
		Education	Experience	Training	Eligibility	
Administrative Officer II (SG 11)	Elementary (1)	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) /Second Level Eligibility	January 21, 2025
School Principal I (SG 19)	Elementary (2)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher in Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	PBET/RA 1080 (Teacher)	January 22, 2025 (AM)
Head Teacher III (SG 16)	Elementary (4)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	PBET/RA 1080 (Teacher)	January 22, 2025 (PM)
Head Teacher II (SG 15)	Elementary (1)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	PBET/RA 1080 (Teacher)	January 23, 2025 (AM)
Head Teacher I (SG 14)	Junior High School (3) Alvindia-Aguso HS (MAPEH) Sto Cristo IS (General) San Manuel NHS (Araling Panlipunan)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	PBET/RA 1080 (Teacher)	January 23, 2025 (PM)

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2. The following guideline shall be used:
 - DepEd Order No. 07 s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education";
3. Interested applicants may submit the following requirements at the SDO Records Unit on or before January 13, 2025:
 - a) Letter of intent addressed to;
MA. IRELYN P. TAMAYO
Schools Division Superintendent
SDO Tarlac City
 - b) Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet;
 - c) Photocopy of valid and updated PRC License/ID;
 - d) Photocopy of Certificate of Rating;
 - e) Photocopy of Scholastic/ Academic Records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
 - f) Photocopy of Certificate/ s of Training, if applicable;
 - g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable; and
 - h) Photocopy of latest appointment, if applicable;
 - i) Photocopy of Performance Rating in the last rating period(s) covering one(1) year/three(3) years performance in the current/latest position prior to the deadline of submission, if applicable;
 - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
 - k) Other documents as may be required by the HRMPBSB for comparative assessment, including but not limited to:
 - ii. Means of Verification (MOVs) showing outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled, if applicable.
4. No documents will be accepted beyond January 13, 2025.
5. For other concerns and queries, please contact Ms. Maria Cristina A. Espiritu, Administrative Officer IV Personnel Unit via email at personnel.tarlaccity@deped.gov.ph.
6. Strict compliance with the contents of this Memorandum is desired.


MA. IRELYN P. TAMAYO, PhD, CESO V
 Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
PUBLICATIONS
QUALIFICATIONS
REQUIREMENTS

OSDS-HR/MCAE/January 2, 2025

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