



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

000642

January 9, 2025

DIVISION MEMORANDUM  
No. 017 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	
Master Teacher II (SG 19)	Junior High School (2)  San Manuel HS (English and Science)	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/RA 1080 (Teacher )	February 3, 2025 AM
Master Teacher II (SG 19)	Elementary (1)	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/RA 1080 (Teacher )	February 3, 2025 PM
Master Teacher I (SG 18)	Elementary (1)	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years of relevant experience	None required	PBET/RA 1080 (Teacher )	February 3, 2025 PM

Teacher III (SG 13)	Elementary (5)	BEED/BSED or Bachelor's Degree plus 18 professional units in Education.	2 years relevant experience	None required	PBET/RA 1080 (Teacher )	February 4, 2025 AM
Teacher III (SG 13)	Junior High School (8)	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	PBET/RA 1080 (Teacher )	February 4, 2025 PM
Teacher III (SG 13)	Senior High School (2)	ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree w/ a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject ARTS AND DESIGN TRACK Bachelor's degree w/ a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject SPORTS TRACK Bachelor's degree w/ a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in fields under the Track TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Bachelor's degree holder;or graduate of technical-vocational course(s) in the area of specialization	ACADEMIC TRACK AND CORE SUBJECTS 1 year of relevant teaching/industry work experience ARTS AND DESIGN TRACK 2 years relevant teaching/industry work experience SPORTS TRACK 2 years relevant teaching/industry work experience TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK 1 year of relevant teaching/industry work experience	ACADEMIC TRACK AND CORE SUBJECTS 4 hours of training relevant to the subject area specialization ARTS AND DESIGN TRACK 4 hours of training relevant to the courses in the Track SPORTS TRACK 4 hours of training relevant to the courses in the Strand TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK At least NC*III + TMC**I *Appropriate to the specialization	Applicants for permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for contractual position: None required Practitioners (part-time only): None required	February 4, 2025 PM

Teacher II (SG 12)	Elementary (2)	BEED/BSED or Bachelor's Degree plus 18 professional units in Education.	1 year relevant experience	None required	PBET/RA 1080 (Teacher )	February 5, 2025 AM
Teacher II (SG 12)	Junior High School (2)	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	PBET/RA 1080 (Teacher )	February 5, 2025 PM
Teacher II (SG 12)	Senior High School (2)	ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/ subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/ subject ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject SPORTS TRACK Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	ACADEMIC TRACK AND CORE SUBJECTS None Required ARTS & DESIGN TRACK 1 year relevant teaching/industry work experience SPORTS TRACK 1 year relevant teaching/industry work experience TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK None Required	ACADEMIC TRACK AND CORE SUBJECTS None Required ARTS & DESIGN TRACK 4 hours of training relevant to the courses in the track SPORTS TRACK 4 hours of training relevant to the courses in the track TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK At least NC II + TMC I (appropriate to the specialization)	*Applicants for a permanent appointment: R.A. 1080 (Professional Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring *Applicants for a contractual position: None required *Pratitioners (part-time only): None required	February 5, 2025 PM

2. The following guideline shall be used:
- DepEd Order No. 020 s. 2024 "Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions";
3. Interested applicants may submit the following requirements at the SDO Records Unit on or before January 21, 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 HRMPSB 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 21, 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](mailto: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

000642

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

EMPLOYMENT  
PUBLICATIONS  
QUALIFICATIONS  
REQUIREMENTS

OSDS-HR/MCAE/January 9, 2025

