



401-1203

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF TAGUM CITY

Office of the Schools Division
Superintendent

TO: ALL QUALIFIED AND INTERESTED APPLICANTS
ELEMENTARY & SECONDARY SCHOOL HEADS
CURRICULUM IMPLEMENTATION DIVISION
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED

FROM: The Office of the Schools Division Superintendent

SUBJECT: **Acceptance of Application for NON-TEACHING VACANT POSITIONS:
ADMINISTRATIVE ASSISTANT II
WATCHMAN-I**

DATE: January 28, 2021

1. For information and guidance, this Office hereby announces the acceptance of applications of the **vacancies for NON-TEACHING POSITION** of this Division, hereto attached.
2. Please refer to **DepEd Order No. 66, s. 2007** entitled, **"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching positions"** for the criteria and number of points assigned to each criterion.
3. Only application from applicants who have **met the minimum requirements** shall be considered.
4. Application folders shall observe color coding of position as indicated in the Notice of Vacancy form.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent



Join our Team



DEPARTMENT OF EDUCATION
DIVISION OF TAGUM CITY
RECORDS SECTION

RELEASED

By: _____

Date: 1-29-21 Time: 4:30pm

Remarks: Disseminated # 04a-2021-01



Address: Energy Park, Apokon, Tagum City, 8100
Telephone No.: (084) 216-3504
Email: tagum.city@deped.gov.ph
Website: deped.tagumcity.gov.ph



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF TAGUM CITY



NOTICE OF VACANCY
(PLANTILLA POSITION)



POSITION PROFILE	
Position: Administrative Assistant II	No. of Vacancy: One (1)
Office: Division Accounting Office	Salary Grade: 8 Monthly Salary: Php 18,251.00
QUALIFICATIONS	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 10 s. 2013 Career Service (Sub-Professional) First Level Eligibility

1. **Qualified applicants** shall submit the following documents listed below and must be placed in a **WHITE FOLDER** on or before **FEBRUARY 9, 2021** arranged as follows:

- a. Letter of Intent **specifying the position being applied for** addressed to:
DR. JOSEPHINE L. FADUL
 Schools Division Superintendent
- b. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture;
- c. Performance Rating for the last three (3) rating periods, if applicable;
- d. Service Record/Certificate of Employment;
- e. Certificate of Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovations, Research & Development Project
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
- f. Photocopy of Transcript of Records;
- g. Certificate of relevant training/seminar/workshops attended (*not credited during the last promotion*) or Chair/Co-chair in a technical/planning committee; and
- h. Photocopy of Certificate of Eligibility;
(Note: See attached checklist for the required documents)

2. The application letter with attachments shall be **HANDED IN OR SENT THROUGH A COURIER** to the address below not later than February 9, 2021.

Send to: **DR. JOSEPHINE M. FADUL**
 Schools Division Superintendent
 DepEd – Tagum City Division
 Energy Park Apokon, 8100 Tagum City

3. Schedule of interview shall be announced thru text at your registered mobile number.



THIS OFFICE HIGHLY ENCOURAGES ALL INTERESTED AND QUALIFIED APPLICANTS, INCLUDING PERSONS WITH DISABILITY (PWD), MEMBERS OF INDIGENOUS COMMUNITIES, AND THOSE WITH DIVERSE SEXUAL ORIENTATION GENDER IDENTITY AND EXPRESSION (SOGIE), TO APPLY.





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SCHOOLS DIVISION OF TAGUM CITY



NOTICE OF VACANCY
(PLANTILLA POSITION)



POSITION PROFILE	
Position: Administrative Assistant II	No. of Vacancy: One (1)
School: Tagum National Trade School	Salary Grade: 8 Monthly Salary: Php 18,251.00
QUALIFICATIONS	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 10 s. 2013 Career Service (Sub-Professional) First Level Eligibility

- Qualified applicants** shall submit the following documents listed below and must be placed in a **RED FOLDER** on or before **FEBRUARY 9, 2021** arranged as follows:
 - Letter of Intent **specifying the position being applied** addressed to:
DR. MARIO S. GREGORIO
 Principal IV
 - Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture;
 - Performance Rating for the last three (3) rating periods, if applicable;
 - Service Record/Certificate of Employment;
 - Certificate of Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovations, Research & Development Project
 - Publication/Authorship
 - Consultancy/Resource Speaker in Training Seminar Workshop
 - Photocopy of Transcript of Records;
 - Certificate of relevant training/seminar/workshops attended (*not credited during the last promotion*) or Chair/Co-chair in a technical/planning committee; and
 - Photocopy of Certificate of Eligibility;
(Note: See attached checklist for the required documents)
- The application letter with attachments shall be **HANDED IN OR SENT THROUGH A COURIER** to the address below not later than February 9, 2021.

Send to: **DR. MARIO S. GREGORIO**
 Principal IV
 Tagum National Trade School
 Apokon, 8100 Tagum City

- Schedule of interview shall be announced thru text at your registered mobile number.



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NOTICE OF VACANCY
(PLANTILLA POSITION)



POSITION PROFILE	
Position: Watchman I	No. of Vacancy: One (1)
School: Tagum National Trade School	Salary Grade: 2 Monthly Salary: Php 12,790.00
QUALIFICATIONS	
Education	Elementary School Graduate
Experience	None Required
Training	None Required
Eligibility	None Required

1. **Qualified applicants** shall submit the following documents listed below and must be placed in a **BROWN FOLDER** on or before **FEBRUARY 9, 2021** arranged as follows:

- a. Letter of Intent **specifying the position being applied** addressed to:
DR. MARIO S. GREGORIO
 Principal IV
 - b. Duly Accomplished Personal Data Sheet (CS Form 212 Revised 2017) with latest ID picture;
 - c. Performance Rating for the last three (3) rating periods, if applicable;
 - d. Service Record/Certificate of Employment, if applicable;
 - e. Certificate of Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovations, Research & Development Project
 - Publication/Authorship
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 - f. Photocopy of Transcript of Records, if applicable;
 - g. Certificate of relevant training/seminar/workshops attended or Chair/Co-chair in a technical/planning committee, if applicable.
- (Note: See attached checklist for the required documents)*

2. The application letter with attachments shall be **HANDED IN OR SENT THROUGH A COURIER** to the address below not later than February 9, 2021.

Send to: **DR. MARIO S. GREGORIO**
 Principal IV
 Tagum National Trade School
 Apokon, 8100 Tagum City

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