



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rejahn Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300

(038) 544-2147; 427-1702

[dtagbilarancitydivision@yahoo.com](mailto:dtagbilarancitydivision@yahoo.com)

[www.depedtagbilaran.org](http://www.depedtagbilaran.org)

**DIVISION MEMORANDUM**

November 27, 2019

No. 698, s. 2019

**RANKING FOR SCHOOL HEADS AND NON-TEACHING POSITIONS**

To : Personnel Selection Board  
Elementary and Secondary School Heads  
Applicants  
Others Concerned

1. This Office hereby announces the ranking for vacant School Head and Non-Teaching positions. Kindly refer to the herein information to wit;

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
<b>Secondary School Principal III</b> [SG 21]	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours relevant training	RA 1080 (Teacher)	1
<b>Secondary Head Teacher III</b> [SG 16]	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	1
<b>Secondary Head Teacher I</b> [SG 14]	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 relevant training	RA 1080 (Teacher)	1

<b>Administrative Assistant I [SG 7]</b>	Completion of two-year studies in college or High School graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	1
<b>Administrative Aide III [SG 3]</b>	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	1

2. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter:

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from *www.csc.gov.ph*;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license;
- d) Photocopy of Transcript of Records;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of certificates of relevant trainings if any; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.

3. Kindly submit your pertinent documents inside a folder not later than **December 20, 2019** to the Office of the Schools Division Superintendent. For additional information, kindly refer to DepEd Order No. 66, s. 2007, DepEd Order No. 42, s. 2007, and DepEd Order No. 39, s. 2007.

4. Schedule for interview will be announced later.

5. Applicants who have just submitted their documents recently prior to the issuance of this memorandum need not to resubmit anymore.

6. For information and guidance.