



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. **226** , s. 2020

September 22, 2020

RANKING FOR TEACHING AND NON-TEACHING POSITIONS

To: Human Resource Merit Promotion and Selection Board
Elementary and Secondary School Heads
Applicants
Others Concerned

1. This Office hereby announces the ranking for positions, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Administrative Officer IV [SG 15]	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility
Teacher I (Senior High School – HUMSS Philosophy) [SG 11]	Bachelor's degree in Philosophy; or any Bachelor's degree with Master's degree in Philosophy	None required	None required	For permanent appointment: RA 1080 (Teacher); if not, must pass LET within 5 years from the date hired

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. 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 **October 2, 2020** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007 (Admin Officer IV) and DepEd Order No. 3, s. 2016 (SHS Teacher I).

4. Schedule of interview will be announced later.

5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment.

6. For information and guidance.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

JIAI/MKP/ASDS/MKP/nvp



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