



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

December 14, 2020

DIVISION MEMORANDUM  
No. 304, s. 2020

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION  
REGIONAL OFFICE VII**

To: CID and SGOD Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 0651, s. 2020, the Department of Education Regional Office VII, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the vacant position for **Supervising Administrative Officer** with the following qualifications:

- 1.1 Bachelor's Degree relevant to the job;
- 1.2 16 hours of relevant training;
- 1.3 3 years of relevant experience;
- 1.4 Career Service Professional/Second Level Eligibility.

2. Interested qualified applicants (only those who meet the education, experience, training and eligibility requirements indicated in the Qualification Standards) shall submit 4 copies of the required documents (1 copy for the original documents; 3 machine copy of the required documents) which are property tabbed according to the following order, to wit:

- 2.1 Letter of Intent;
- 2.2 Duly accomplished Personal Data Sheet (PDS)/CSC FORM 212;
- 2.3 Transcript of Records/School Records;
- 2.4 Certificate of Eligibility;
- 2.5 Service Record/Certification of Employment;
- 2.6 Performance Rating for the last three (3) rating period to the screening;
- 2.7 Certificate of Training/Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee);
- 2.8 Outstanding Accomplishment/s (if any); and
- 2.9 Notarized Omnibus Sworn Statement. (template provided)

3. The documents shall be submitted to the Human Resource Merit Promotion and Selection Board Secretariat through the Records Unit- Administrative Division (AD) or through the link [hrmpsb.ro7@deped.gov.ph](mailto:hrmpsb.ro7@deped.gov.ph) on or before **December 29, 2020**.



**Address:** Dampas District, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph

4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished PDS.
5. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone numbers: (032) 414-7399, 255-1313 or email address: [hrmpsb.ro7@deped.gov.ph](mailto:hrmpsb.ro7@deped.gov.ph).
6. For information and guidance.

*For the SDS:*

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

  
**AQUILINO T. MILAR JR., Ph.D**  
ADMINISTRATIVE OFFICER V

JIAL/MKP/ADMIN/ATM/mag



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