



Republic of the Philippines

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

DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
UPLOADED
BY: JENNIFER B. SANGRAN DATE: 3/29/21

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 126, s. 2021

March 30, 2021

**RANKING FOR THE POSITIONS OF
EDUCATION PROGRAM SPECIALIST II, HEAD TEACHER III,
AND GUIDANCE COUNSELOR II**

To: Human Resource Merit Promotion and Selection Board
Applicants
Others Concerned

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

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Education Program Specialist II (Human Resource & Development) [SG 16]	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	PBET/ LET Teacher (RA 1080), Career Service Professional Appropriate eligibility for Second Level Position
Secondary Head Teacher III [SG 16]	Bachelor's degree in Secondary Education major in EsP/ Filipino/ MAPEH/ Science ; or Bachelor's degree with 18 professional education units with appropriate field of specialization in EsP/	Head Teacher for 2 years; or Teacher for 5 years	24 hours relevant training	PBET/ LET Teacher (RA 1080)

	Filipino/ MAPEH/ Science			
Guidance Counselor II [SG 12]	Bachelor's degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)

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) Photocopy of 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 **April 16, 2021** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 42, s.2007.

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. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and/ members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.

6. For information and guidance.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

JIAL/CPC/ASDS/CPC/afvp



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