



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

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
No. *390*, s. 2021

September 2, 2021

**RANKING FOR THE POSITIONS OF  
ADMINISTRATIVE OFFICER II, MASTER TEACHER I,  
MASTER TEACHER II AND GUIDANCE COUNSELOR II**

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	NO. OF VACANCY
<b>Administrative Officer II</b> [SG 11]	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	7
<b>Secondary Master Teacher I (Science)</b> [SG 18] <i>(willing to be assigned in any Secondary School within the City)</i>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education with appropriate major, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET/ LET/ Teacher (RA 1080)	1
<b>Secondary Master Teacher II (Science)</b> [SG 19] <i>(willing to be assigned in DCPNHS)</i>	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education with appropriate	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/ LET/ Teacher (RA 1080)	1

	major, and 24 units for a Master's degree in Education or its equivalent				
<b>Guidance Counselor II [SG 12 ]</b>	Bachelor's degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)	3

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 **September 13, 2021** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007 (Administrative Officer II and Guidance Counselor II) and MEC Order No. 10, s. 1979 (Master Teacher).

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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