



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. *JN*, s. 2021

December 27, 2021

**RANKING FOR TEACHING, RELATED TEACHING  
AND NON-TEACHING POSITIONS**

To: Human Resource Merit Promotion and Selection Board  
Public Secondary School Principals  
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>Secondary Master Teacher I (Araling Panlipunan/ EsP/ Mathematics)</b> [SG 18] <i>(willing to be assigned in any 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>Guidance Counselor II</b> [SG 12 ]	Bachelor's degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)	3
<b>Administrative Assistant II</b> [SG 8]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1

<b>Administrative Assistant I</b> [SG 7]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1
<b>Administrative Aide VI</b> [SG 6]	Completion of two-year studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	2

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 **January 10, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to MEC Order No. 10, s. 1979 (Master Teacher) and DepEd Order No. 66, s. 2007 (Guidance Counselor and Administrative positions).

4. Schedule of interview for the Guidance Counselor II and the Administrative positions 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

