



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. *001*, s. 2022

January 3, 2022

**RANKING FOR JUNIOR HIGH SCHOOL TEACHER I  
AND SENIOR HIGH SCHOOL TEACHER I**

To: Human Resource Merit Promotion and Selection Board  
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>Teacher I (Junior High School – Science)</b> [SG 11]	Bachelor in Secondary Education major in Science; or Bachelor's degree with 18 professional units in Education (Science major)	None required	None required	RA 1080 (Teacher)	1
<b>Teacher I (Senior High School – TVL Shielded Metal Arc Welding)</b> [SG 11]	Bachelor's degree holder; or graduate of technical-vocational course(s) in Shielded Metal Arc Welding (SMAW)	None required	At least NC II in Shielded Metal Arc Welding (SMAW)	For permanent appointment: RA 1080 (Teacher); if not, must pass LET within 5 years from the date hired	1
<b>Teacher I (Senior</b>	Bachelor's degree	None required	At least NC II in Carpentry	For permanent	1

<b>High School – TVL Carpentry)</b> [SG 11]	holder; or graduate of technical-vocational course(s) in Carpentry			appointment: RA 1080 (Teacher); if not, must pass LET within 5 years from the date hired	
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2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the application letter:

***For Junior High School Teacher I***

- 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) Certified photocopy of PRC Identification card;
- c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET);
- d) Certified photocopy of transcript of records ;
- e) Certified photocopies of service records, performance rating, and school clearance for those with teaching experience;
- f) Certified photocopy of specialized training, if any;
- g) Certified photocopy of the Voter’s ID and/or any proof of residence as deemed acceptable by the School Screening Committee;
- h) Certified photocopy of NBI Clearance;
- i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents

***For Senior High School Teacher I***

- a) CSC Form 212 (Revised 2017) with latest 2x2 size ID picture
- b) Certified photocopy of certificates of relevant specialized trainings, if any
- c) Certified photocopy of Diploma on Baccalaureate degree
- d) Certified photocopy of TOR with at least 15 units of specialization in relevant strand/ specialized subject
- e) Certified photocopy of PRC ID card/ certificate of registration/ license
- f) Certified photocopy of ratings obtained in the LET/ PBET
- g) Certified photocopy of Voter’s ID and/or any proof of residency
- h) Certified photocopy of NBI Clearance
- i) Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate for SMAW and Carpentry; and
- j) Photocopy of Trainers Methodology Certificate (TMC), if available;

- k) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents
3. Kindly submit your pertinent documents inside a folder not later than **January 17, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 7, s.2015 (Junior HS) and DepEd Order No. 3, s. 2016 (Senior HS).
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



**OMNIBUS CERTIFICATION OF AUTHENTICITY  
AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_, Filipino, of legal age, and with permanent address at \_\_\_\_\_, under oath, hereby depose and state that:

1. Each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct;
2. I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. I am aware that any violation will automatically disqualify me from the selection process;
4. I am making these statements as part of the requirement for the Ranking of Teacher I applicants to the Department of Education Division of City Schools – Tagbilaran City.

\_\_\_\_\_  
Applicant's signature over printed name

\_\_\_\_\_  
Date

SUBSCRIBE AND SWORN to me this \_\_\_\_ day of \_\_\_\_\_, 2022, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
NOTARY PUBLIC