



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. *166*, s. 2022

May 10, 2022

**RANKING FOR THE POSITIONS OF  
EDUCATION PROGRAM SUPERVISOR AND  
SPECIAL EDUCATION TEACHER III**

To: Human Resource Merit Promotion and Selection Board  
Secondary Public School Heads  
Elementary Public 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>Education Program Supervisor</b> [SG 22 ]	Bachelor's degree in Education major in <b>Science</b> , Master's degree in Education or other relevant Master's degree with <b>Science</b> as specialization	2 years as Principal, or 2 years as Head Teacher, or 2 years as Master Teacher	8 hours relevant training	RA 1080 (PBET/ LET Teacher)	1
<b>Special Education Teacher III</b> [SG 16]	Bachelor's degree in Education with specialization in Special Education	2 years experience as Special Education Teacher	4 hours relevant training	RA 1080 (PBET/ LET Teacher)	1

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/ ID;
- d) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e) Photocopy of Service Record or Certificate of Employment, if applicable;
- f) Photocopy of Certificates of relevant Trainings, if applicable; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments, if applicable

3. Kindly submit your pertinent documents inside a folder not later than **May 23, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, 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.

*for Carian P Caberto*  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *Free*

