



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. *291*, s. 2022

August 9, 2022

**RANKING FOR THE POSITIONS OF  
ELEMENTARY SCHOOL PRINCIPAL II, MASTER TEACHER II,  
AND ADMINISTRATIVE OFFICER II**

To: Human Resource Merit Promotion and Selection Board  
Elementary 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>Elementary School Principal II</b> [SG 20]	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education + 6 units of Management	1 year as Principal	40 hours relevant training	PBET/ LET/ Teacher (RA 1080)	1
<b>Elementary Master Teacher II</b> [SG 19] <i>(willing to be assigned in any school within the City)</i>	Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	PBET/ LET/ Teacher (RA 1080)	1
<b>Administrative Officer II (HRMO I)</b> [SG 11]	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1

<b>Administrative Officer II</b>  <b>[SG 11]</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1
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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**:

- 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 **August 22, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 42, s. 2007 (School Principal), MEC Order No. 10, s. 1979 (Master Teacher), and DepEd Order No. 66, s. 2007 (Administrative Officer).

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 

