



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. 335, s. 2022

September 8, 2022

**RANKING FOR JUNIOR HIGH SCHOOL TEACHER I APPLICANTS
(BASIC SIGN LANGUAGE SPECIALIZATION)**

To : Human Resource Merit Promotion and Selection Board
Education Program Supervisors
Secondary School Heads
Teacher Applicants
All Others Concerned


1. This Office hereby announces the ranking of applicants for the position of Junior High School Teacher I. Applicants must be a graduate of **Bachelor of Secondary Education** with knowledge and/or specialization in **Basic Sign Language**.

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents along with 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;
- 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 photocopy of the General Weighted Average;
- f) Certified photocopies of service records, performance rating, and school clearance for those with teaching experience;
- g) Certified photocopy of specialized training, if any;
- h) Certified photocopy of the Voter's ID and/or any proof of residence;
- i) Certified photocopy of NBI Clearance;
- j) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents (**format sample in Enclosure**)

3. Kindly submit your pertinent documents inside a folder not later than **September 20, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 07, s.2015.
4. Schedule of interview and demonstration teaching 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 for School Year (SY) 2022-2023.

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