



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. *025*, s. 2023

January 19, 2023

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

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

1. This Office hereby announces the ranking for positions, to wit:

POSITION TITLE AND SALARY GRADE	QUALIFICATION STANDARDS				NO. OF VACANCY
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Secondary Head Teacher III [SG 16]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years	24 hours relevant training	RA 1080 (PBET/ LET Teacher)	1
Guidance Counselor II [SG 12]	Bachelor's degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)	3

Administrative Assistant II [SG 8]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1
Administrative Aide VI [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
Special Education Teacher III [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)	3

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents:
 - a) Letter of intent addressed to the Schools Division Superintendent;
 - b) Fully accomplished (subscribed and sworn) Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with work experienced sheet, which can be downloaded from www.csc.gov.ph;
 - 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 the latest Performance Rating covering one (1) year performance, if applicable;
 - h) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (**format in the enclosure**); and
 - i) Checklist of Requirements

3. Kindly submit your pertinent documents inside a folder on or before **February 1, 2023** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 42, s.2007 and 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.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent *JAL*



Enclosure to Division Memorandum No. __, 2023 dated January 19, 2023

**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 applicants to the position of _____ in the Department of Education Division of City Schools – Tagbilaran.

Applicant's signature over printed name

Date

SUBSCRIBE AND SWORN to me this ___ day of _____, 2023, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC