



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. 117, s. 2023

March 22, 2023

**RANKING FOR THE POSITIONS OF
ADMINISTRATIVE OFFICER II 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 the positions, to wit:

POSITION TITLE AND SALARY GRADE	QUALIFICATION STANDARDS				NO. OF VACANCY AND PLACE OF ASSIGNMENT
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer II (HRMO I) [SG 11]	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1 (Division Office – Payroll Section)
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)	2 (Tagbilaran City Central School – SPED Center)

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents:

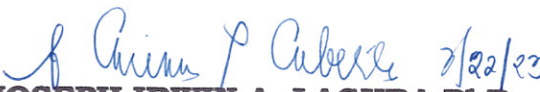
- a) Letter of intent addressed to the Schools Division Superintendent;
- b) Fully accomplished (subscribed and sworn) Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, which can be downloaded from *www.csc.gov.ph*;
- c) Photocopy 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 performance ratings for the last 3 periods;
- h) Fully accomplished Omnibus Certification of Authenticity and veracity of all documents submitted (**format in the enclosure**); and
- i) Checklist of Requirements

3. Kindly submit your pertinent documents inside a folder not later than **March 31, 2023** 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.


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 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