



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. 150, s. 2023

May 2, 2023

**RANKING FOR THE POSITIONS OF  
ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE AIDE III,  
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	MINIMUM QUALIFICATION STANDARDS				NO. OF VACANCY AND PLACE OF ASSIGNMENT
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>Administrative Assistant I</b> [SG 7]	Completion of 2 years of studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First-Level Eligibility	1 (Division Office – Budget Section)
<b>Administrative Aide III</b> [SG 3]	Completion of 2 years of studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1 (DCPNHS)
<b>Special Education Teacher III</b> [SG 16]	Bachelor's degree in Education with a specialization in Special Education	2 years experience as Special Education Teacher	4 hours of 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](http://www.csc.gov.ph);
- c) Photocopy of Certificate of Eligibility/ Rating/ License/ ID;
- d) Photocopy of scholastic/academic records, 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 Training, 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**);
- i) Checklist of Requirements

3. Kindly submit your pertinent documents inside a folder not later than **May 12, 2023**, to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s.2007.

4. Schedule of the interview will be announced later.

5. This ranking welcomes and gives equal employment opportunities to all. No applicant shall be discriminated against 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.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent



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**Email Address:** tagbilarancity.division@deped.gov.ph

**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