



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

August 9, 2023

DIVISION MEMORANDUM

No. 336, s. 2023

**ANNOUNCING THE VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION
(DEPED) TAGBILARAN CITY DIVISION**

TO OIC Assistant School Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the following vacant positions:

- a. Elementary School Principal II
- b. Senior High School Master Teacher II (Academic Track)
- c. Elementary Master Teacher II
- d. Elementary Master Teacher I
- e. Secondary Teacher III
- f. Elementary Teacher III
- g. Senior High School Teacher III (Academic Track)
- h. Senior High School Teacher II (Academic Track)
- i. Secondary Teacher II
- j. Senior High School Teacher II (TVL-Electrical Installation & Maintenance)
- k. Senior High School Teacher II (TVL-Caregiving)
- l. Administrative Assistant II

2. Interested qualified applicants (only those who meet the education, experience, training, and eligible requirements indicated in the Qualification Standards) shall submit three (3) copies of the required documents which are properly tabbed according to the following order, to wit:

- a. Letter of Intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet PDS (CSC Form No. 212, Revised 2017)
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record **such as** but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period (s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form , notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) SHOWING Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience.
3. Subject to all existing policies of the Department of Education, the recruitment, selection, and placement of personnel shall be based on the merit and fitness, qualification and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.
4. For details, enclosed are the following documents for reference:
- Enclosure No. 1 – Vacant Positions with the Qualification Standards
 - Enclosure No. 2 – Schedule of Selection Process
 - Enclosure No. 3 – Omnibus Sworn Statement
5. All expenses relative to the above-mentioned activities shall be charged to Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is highly desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


AQUILINO T. MILAR JR. JD, PhD 8/10/23
Administrative Officer V

WDB/EQA/ADMIN/atm



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VACANT POSITIONS
DepEd Division of City Schools-Tagbilaran

o.	POSITION TITLE AND SALARY GRADE	MINIMUM QUALIFICATION STANDARDS				NO. OF VACANCY AND PLACE OF ASSIGNMENT
		Qualification Standards				
		Education	Experience	Training	Eligibility	
1	Secondary Teacher III [SG 13]	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	PBET/LET/Teacher	2 Dr. Cecilio Putong National High School
2	Elementary Teacher III [SG 13]	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education	2 years relevant experience	None required	PBET/LET/Teacher	6 Elementary
3	Teacher III - Senior High School (ACADEMIC TRACK) [SG 13]	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree	1 year of relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.	2 Dr. Cecilio Putong National High School



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		in relevant strand/subject.			Applicants for a contractual position: None required; Practitioners (Part time only): None required	
4	Master Teacher II - Senior High School (ACADEMIC TRACK) [19]	Master's degree in relevant strand/subject.	5 years of relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required; Practitioners (Part time only): None required	1 Dr. Cecilio Putong National High School
5	Elementary Master Teacher II [19]	Bachelor of Elementary Education (BEEd) 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	1 Elementary



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6	Teacher II - Senior High School (ACADEMIC TRACK) [SG 12]	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required; Practitioners (Part time only): None required	1 Dr. Cecilio Putong National High School
7	Teacher II - Senior High School (TVL-Electrical Installation & Maintenance) [SG 12]	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization.	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I * Appropriate to the specialization	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required; Practitioners (Part time only): None required	1 Dr. Cecilio Putong National High School



8	Teacher II - Senior High School (ACADEMIC TRACK) [SG 12]	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required; Practitioners (Part time only): None required	1 Mansasa National High School
9	Secondary Teacher II [SG 12]	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	PBET/LET/Teacher	1 (DCPNHS)
10	Elementary Master Teacher I [18]	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET/LET/Teacher	1 Elementary



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11	Elementary School Principal II [20]	Bachelor's degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	PBET/RA 1080 (Teacher)	1 Elementary
12	Teacher II - Senior High School (TVL Caregiving) [SG 12]	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization.	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I * Appropriate to the specialization	Applicant for permanent appointment: RA 1080 (Teacher): If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required; Practitioners (Part time only): None required	1 Dr. Cecilio Putong National High School
13	Administrative Assistant II	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	1 Mansasa National High School



SCHEDULE OF THE SELECTION PROCESS

Date	Activity	Responsible Office/Person
September 1, 2023	Deadline of submission of pertinent documents of the applicants	RECORDS UNIT/HRMO
September 4-6, 2023	Pre-validation of Pertinent Documents	HRMO
September 8, 2023	Indorsement of the pertinent documents of the applicants	HRMO
	Validation of documents and Behavioral Event Interview (BEI) of the applicants for the following positions:	HRMPSB
September 19-20,2023	<ul style="list-style-type: none"> • Elementary School Principal II 	HRMPSB
September 21-22,2023	<ul style="list-style-type: none"> • Senior High School Master Teacher II (Academic Track) 	HRMPSB
September 25-26,2023	<ul style="list-style-type: none"> • Secondary Teacher III 	HRMPSB
September 27-28,2023	<ul style="list-style-type: none"> • Elementary Teacher III 	HRMPSB
October 3-4, 2023	<ul style="list-style-type: none"> • Senior High School Teacher III (Academic Track) 	HRMPSB
October 5-6, 2023	<ul style="list-style-type: none"> • Senior High School Teacher II (Academic Track) 	HRMPSB
October 9-10, 2023	<ul style="list-style-type: none"> • Secondary Teacher II 	HRMPSB
October 11-12, 2023	<ul style="list-style-type: none"> • Senior High School Teacher II (TVL- Electrical Installation & Maintenance) 	HRMPSB
October 16-17, 2023	<ul style="list-style-type: none"> • Senior High School Teacher II (TVL- Caregiving) 	HRMPSB
October 18-19, 2023	<ul style="list-style-type: none"> • Administrative Assistant II 	HRMPSB
September 28-November 08, 2023	Consolidation of Comparative Assessment Results (CAR)/ Registry of Qualified Applicants (RQA)	HRMPSB

October 26-November 23, 2023	Posting of Ranking Results	HRMPSB
November 24, 2023	Finalization of the Registry of qualified applicants for recommendation to the Schools Division Superintendent (SDS)	HRMPSB

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m. Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Attested:

 Human Resource (HR) Office / Subcommittee

 Name and Signature of Applicant

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.