



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. 467, s. 2023

October 12, 2023

**ACCEPTANCE OF APPLICATION FOR SECONDARY SCHOOL PRINCIPAL III,
 ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER I**

To: OIC Assistant Schools Division Superintendent
 CID and SGOD Chiefs and Heads of Sections/ Units
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office, through the Human Resource Management Office (HRMO), hereby announces the following vacant positions: one (1) Secondary School Principal III (SSPIII), one (1) Administrative Officer II (AdOfII) and three (3) Project Development Officer I (PDOI).
2. Anent this, please be informed further that the Office is now accepting applications for the abovementioned vacant positions with the following minimum qualifications to wit:

No. of Vacant Positions	Position Title and Salary Grade	Minimum Qualification Standards (QS) <i>(As prescribed by the Civil Service Commission)</i>			
		Education	Experience	Training	Eligibility
1	Administrative Officer II (AdOfII) SG-11	Bachelor's degree relevant to the job	None required	None Required	Career Service Professional (Second Level Eligibility)
3	Project Development Officer I (PDOI) SG-11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
1	Secondary School Principal III (SSPIII) SG-21	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units on Management	Two (2) years as principal	Forty (40) hours of relevant training	RA 1080 (Teacher)



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph

3. Interested qualified applicants shall submit their pertinent documents two (2) copies: one (1) copy for the original and another copy for the certified photocopies of the original. These shall be arranged in a folder following the sequence below:

- a. Letter of Intent addressed to the Schools Division Superintendent (SDS);
- 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/degree, 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;
- 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.

4. All pertinent documents must be properly paginated and arranged accordingly in a **blue folder** for SSPIII applicants, **red folder** for AdOfII applicants and **yellow folder** for PDOI applicants. Applicants shall affix their signature to every page of their application documents. The Division Human Resource Management Officer (HRMO) shall also affix her signature beside the applicants' signature after validation / verification of each document. All applicants shall bring back with them the original copies of their pertinent documents after validation / verification of the HRMO.

5. The deadline for the submission of the pertinent documents shall be on **October 27, 2023**. To ensure transparency of the recruitment and selection process all interested applicants are encouraged to attend the orientation on **DO No. 7, s. 2023** titled **Guidelines on Recruitment, Selection and Appointment in the Department of Education** on **October 20, 2023** at a venue that will be determined later. All other activities relative to this recruitment and selection process shall be detailed in a separate memorandum.

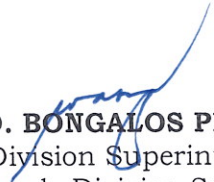
6. Subject to all existing policies of the Department of Education (DepEd), the recruitment, selection, and placement of personnel shall be based on the merit and fitness, qualification, and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the 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 circumstance which run counter to the principles of equal employment opportunity.

7. Enclosed is the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) for reference.

8. 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.

9. Immediate and wide dissemination of this Memorandum is directed.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

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

Application Code:

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head Office or highest human resource officer			
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 Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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			

k.	Other documents as may be required for comparative assessment, such as but not limited to;			
	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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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.

SSSSS

Name and Signature of Applicant

Subscribed and sworn to before me this S day of SSSSS, year SSS

SSSSS
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.