



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

**Office of the Schools Division  
 Superintendent**

January 10, 2024

DIVISION MEMORANDUM

No. 04, s. 2024

**ACCEPTANCE OF APPLICATION FOR VARIOUS VACANT POSITIONS IN THE  
 SCHOOLS DIVISION OFFICE (SDO) - TAGBILARAN CITY**

**To: Assistant Schools Division Superintendent  
 Chiefs of the Functional Divisions  
 Section and Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned**

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is now accepting applications for Guidance Counselor II, Senior High School (SHS) Teacher II and Assistant School Principal II and Elementary and Secondary School Head Teacher I, II, III and Principal I

2. For the guidance of all concerned, the following are the minimum Qualification Standards (QS) set by the Civil Service Commission for the abovementioned vacant positions to wit:

Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
School Principal I (Elementary)	19	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)
Guidance Counselor II (Senior High School)	12	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)



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Guidance Counselor I (Junior High School)	11	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Asst. Principal II (Senior High School)	19	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years of relevant experience	RA 1080 (Teacher)
Head Teacher I (Elementary)	14	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
Head Teacher II (Elementary)	15	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher III (Elementary)	16	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)

Head Teacher I (Secondary)	14	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
Head Teacher II (Secondary)	15	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher III (Secondary)	16	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)
Teacher II SHS (Academic Track)	12	Bachelor's degree with a major in the relevant stand/subject; or any Bachelor's degree plus at	None required	None required	PBET/ LET/ Teacher

		least 6 units towards Master's degree in relevant strand/subject			
Teacher II SHS (Arts & Design Track)	12	Bachelor's degree with a major in field (s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	4 hours of training relevant to the courses in the Track	1 year relevant teaching/industry work experience	PBET/ LET/ Teacher
Teacher II SHS (Sports Track)	12	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	4 hours of training relevant to the courses in the Strand	1 year relevant teaching/industry work experience	PBET/ LET/ Teacher
Teacher II SHS (TVL Track)	12	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II+TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	PBET/ LET/ Teacher
Teacher III (ES)	13	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	PBET/ LET/ Teacher

3. Interested applicants shall submit their applications in two (2) copies – one folder for the original copies and another folder for the certified photocopies supported with the following documentary requirements arranged in accordance with the sequence below on or before **January 22, 2024** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol or email at [ernesto.alasas@deped.gov.ph](mailto:ernesto.alasas@deped.gov.ph).

**a. For SHS Teacher II & ES Teacher III Applicants:**

- i. Letter of Intent addressed to the Schools Division Superintendent;
- ii. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable;
- iii. Clearance/s from previous employment, if applicable;
- iv. Photocopy of valid PRC License / ID, if applicable;
- v. Photocopy of Certificate of Eligibility / Rating, if applicable;
- vi. 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 applicable;
- vii. Photocopy of Certificates of Training, if applicable;
- viii. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- ix. Photocopy of latest Appointment, if applicable;
- x. Photocopy of Performance Ratings in the last three (3) rating periods, covering three (3) years of performance in the current / latest position prior to the deadline of submission, if applicable;
- xi. 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 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex D), notarized by authorized official
- xii. Other documents that are deemed necessary in support of the claims in any of the criterion for SHS Teacher II

**b. For Guidance Counselor II, SHS Assistant Schools Principal II and Elementary and Secondary School Head Teacher I, II, III and Principal I Applicants:**

- i. Letter of Intent addressed to the Schools Division Superintendent;
- ii. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable;
- iii. Clearance/s from previous employment, if applicable;
- iv. Photocopy of valid PRC License / ID, if applicable;
- v. Photocopy of Certificate of Eligibility / Rating, if applicable;
- vi. 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 applicable;
- vii. Photocopy of Certificates of Training, if applicable;
- viii. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- ix. Photocopy of latest Appointment, if applicable;
- x. Photocopy of the Performance Rating is the last rating period(s) covering one (1) year performance in the current / latest position prior to the deadline of submission if applicable

- x. 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 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex D), notarized by authorized official; and
- xi. Other documents as may be required by the HRMPSB for comprehensive assessment such as but not limited to:
  - Means of Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development (L&D) reckoned from the date of the last issuance of appointment / promotion; and
  - Photocopy of the Performance Rating obtained from the relevant work experience if performance rating in Item 3(b)(x) is not relevant to the position applied for, if applicable.

4. For easier identification of application documents, all applicants are directed to use the following colored folders:

<b>Positions Applied</b>	<b>Folder Color</b>
Guidance Counselor II	Yellow
SHS Teacher II	Green
ES Teacher III	White
ES HT I	Pink
ES HT II	Red
ES HT III	Purple
SS HT I	Sky Blue
SS HT II	Powder Blue
SS HT III	Royal Blue
SHS Assistant Principal II	Orange
ES Principal I	Light Brown
SS Principal	Dark Brown

5. In case an applicant is applying for multiple positions, he / she shall only use any assigned color but shall indicate in his / her Letter of Intent the various positions he / she is applying for. Orientation for Applicants on above mentioned vacant position on **DO 007 s, 2023 on Guidelines on Recruitment , Selection and Appointment in the Department of Education and DO.66, s. 2007 on Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions** will be scheduled on **January 16, 2024**. Venue will be at *Tagbilaran City Central Elementary School (Library)* at *1:00 in the afternoon*. Other schedules relative to the Selection Process will be issued in separate memorandum.

6. All pertinent documents must be properly labeled, paginated and fastened in a long folder in accordance with the sequence in Item 3(a) and (b). Applicants signature shall be reflected at the left side of the page number in each and every document. The Human Resource Management Officer (HRMO) or the duly designated personnel who receives the applications shall also affix his / her signature at the right side of the page number immediately after validation and verification of the application documents.

7. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation shall automatically disqualify the applicant from the selection process.

8. Pursuant to the institutionalization of the Program for Meritocracy and Excellence in Human Resource Management (PRIME-HRM), SDO adheres to the Equal Opportunity Principle (EOP) wherein all qualified applicants, during recruitment, selection and placement are sourced using processes, procedures and tools that promote equal employment opportunity on the bases of merit, fitness and competence regardless of sex, gender, identity, age, civil status, religion, ethnic background, disability, political affiliation and others without discrimination of any kind.

9. For the guidance of all concerned, please see ***Annex A – Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB), Annex B – Criteria and Points System for Senior High School Teacher II pursuant to DO No. 66, s. 2007, Annex C – Guidelines and Point System for Non-Teaching and School Administration Positions provided for by DO No. 7, s. 2023, Annex D – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).***

10. For questions and clarifications please contact **Dr. Brendalou D. Arancana, HRMO** at **0912345678** or email at [brendalouarancana@deped.gov.ph](mailto:brendalouarancana@deped.gov.ph) or **Mr. Ernesto Q. Alas-as Jr. CESE, Officer In-Charge (OIC), Office of the Assistant Schools Division Superintendent (ASDS), HRMPSB Chairperson** at **09667649831** or email at [ernesto.alasas@deped.gov.ph](mailto:ernesto.alasas@deped.gov.ph).

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

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

WDB/EQA/hrmps



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**Annex A – Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB)**

<b>ERNESTO Q. ALAS-AS JR. CESE</b>	OIC-Assistant Schools Division Superintendent	HRMPSB Chairperson
<b>JOHN ARIEL A. LAGURA PhD</b>	Chief, Curriculum & Implementation Division	HRMPSB Member
<b>MAURINE C. CASTAÑO</b>	Chief, School Governance Operations Division	HRMPSB Member
<b>AQUILINO T. MILAR JR PhD</b>	Administrative Officer V	HRMPSB Member
<b>MICHELLE T. SAGARAL, CPA</b>	Accountant III	HRMPSB Member
<b>BRENDALOU D. ARANCANA, JD</b>	Administrative Officer IV	HRMPSB Member

**Annex B – Criteria and Points System for Senior High School Teacher II pursuant to DO No. 66, s. 2007**

SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION	
CRITERIA	TEACHING AND RELATED TEACHING
<b>A. Performance Rating</b>	<b>35</b>
Performance Rating for the last 3 rating periods should be at least Very Satisfactory	Average of the numerical ratings multiplied by 35%
<b>B. Experience</b>	<b>5</b>
Experience must be relevant to the duties and functions of the position to be filled.	Every year given a point but not to exceed five (5) points
<b>C. Outstanding Accomplishments (Meritorious Accomplishments)</b>	<b>20</b>
a. Outstanding Employee Award	4
b. Innovations	4
c. Research & Development Projects	4
d. Publication/ Authorship	4
e. Consultant/Resource Speaker in Trainings/ Seminars	4
<b>D. Education</b>	<b>25</b>
• Complete Academic Requirements for Master's Degree	10
• Master's Degree	15
• Complete Academic Requirements for Doctoral Degree	20
• Doctoral Degree	25
<b>Training</b>	<b>5</b>
Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants	One Point every month of attendance but not to exceed five (5) points
Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:	
• District Level	1
• Division Level	2
• Regional Level	3
Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:	
• National Level	4
• International Level	5
Chair/Co-chair in a technical /planning committee	
• District Level	1
• Division Level	2

• Regional Level	3
• National Level	4
• International Level	5
E. Potential	<b>5</b>
1. Communication Skills	1
2. Ability to Present Ideas	1
3. Alertness	1
4. Judgment	1
5. Leadership Ability	1
F. Psycho-social Attributes	<b>5</b>
a. Human Relations	2
b. Decisiveness	2
c. Stress Tolerance	1
<b>TOTAL</b>	<b>100</b>

**Annex C – Guidelines and Point System for Non-Teaching and School Administration Positions provided for by DO No. 7, s. 2023**

Criteria	Breakdown of Points			
	General Services	SG 1-19 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L & D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

## 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 recruitment, selection, and placement of personnel of the Department and for purposes of compliance SSSSS implemented by the Civil Service Commission.

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\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

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 wherever 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.



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