



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

**Office of the Schools Division  
 Superintendent**

April 24, 2024

DIVISION MEMORANDUM

No. 311, s. 2024

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF SENIOR HIGH SCHOOL  
 TEACHER III AND JUNIOR HIGH SCHOOL TEACHER III AND TEACHER II**

To: Human Resource Merit Promotion and Selection Board  
 Public Elementary and Secondary School Heads  
 Applicants  
 Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is now accepting applications for Teacher III (Senior High School) and Teacher III and II (Junior High School).

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	Experienc e	Eligibility
Teacher III - Senior High School (TECHNICAL- VOCATIONAL LIVELIHOOD TVL TRACK)	13	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization.	At least NC II + TMC I * Appropriate to the specializatio n	1 year of relevant teaching or 1 year of industry work experience	Applicants for a permanent position: RA 1080 (Teacher): If not, they must pass the LET within five (5) years after the date of first hiring.
Teacher III - Senior High School (ACADEMIC TRACK)	13	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject.	4 hours of training relevant to the subject area of specializatio n	1 year of relevant teaching/i ndustry work experience	Regular applicants for a permanent position: RA 1080 (Teacher): If not, they must pass the LET within five (5) years of hiring.
Teacher III	13	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	PBET/LET/Teacher



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Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
Teacher II	12	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	PBET/ LET/ Teacher

3. Interested applicants shall submit their applications in two (2) copies – one (1) 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 **May 13, 2024** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol or email at [tagbilarancity.division@deped.gov.ph](mailto:tagbilarancity.division@deped.gov.ph) .:

- 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 rating period(s), covering one (1) year 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
- xi. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:

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

Positions Applied	Folder Color
Senior High School Teacher III	Red
Junior High School Teacher III	Yellow
Junior High School Teacher II	Blue

5. Orientation for applicants on above mentioned vacant positions on DepEd Order No. 3, s. 2016 titled Hiring Guidelines for Senior School (SHS) Teaching Positions for Senior High School Teacher III and DepEd Order No. 66, s. 2007 titled Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions for Junior High School Teacher III and II will be scheduled on **April 30, 2024**. Venue will be at **Conference**



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**Room, Division Office at 8:00 am.** Other schedules relative to the Selection Process will be issued in separate memorandum.

6. In case an applicant is applying for multiple positions, he / she shall follow the specific folder assigned per position for easy segregation, thus one folder per position. All pertinent documents must be properly labeled, paginated, and fastened in a long folder in accordance with the sequence in Item 3. Applicants signature shall be reflected at the left side of the page number in each and every document.

7. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements shall not warrant exclusion from the pool of official applicants.


8. The applicant assumes full responsibility and accountability for 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.

9. 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.

10. For the guidance of all concerned, please see **Annex A – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).**

11. For questions and clarifications please contact **Brendalou D. Arancana, HRMO** at **09207103707** or email at [brendalou.arancana@deped.gov.ph](mailto:brendalou.arancana@deped.gov.ph) or **Dr. John Ariel A. Lagura, OIC-Assistant Schools Division Superintendent, HRMPSB Chairperson.**

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

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

WDB/HRMPSB/JAL/jro



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**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.



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