



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. 425, s. 2024

June 26, 2024

**ACCEPTANCE OF APPLICATION FOR VARIOUS VACANT POSITIONS IN THE SCHOOL
 DIVISION OFFICE - TAGBILARAN CITY**

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. Relative to the existing vacant positions for Education Program Supervisor, Project Development Officer II, School Librarian III, Guidance Counselor II, Guidance Counselor I, Administrative Officer I, Administrative Aide VI, this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is now accepting application for the above-mentioned vacant positions.

2. For the guidance of all interested applicants, below is the Minimum Qualification Standards for each vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
Education Program Supervisor	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal, 2 years as Head Teacher or 2 years as Master Teacher	PBET/ LET/ Teacher
Project Development Officer II	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Appropriate Eligibility for Second Level Position
School Librarian III	13	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	8 hours of relevant training	2 years of relevant experience	RA 1080 (Librarian)



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Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
Guidance Counselor II (Senior High School)	12	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor I (Junior High School)	11	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Administrative Officer I	10	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)
Administrative Aide VI	6	Completion of 2 years studies in college	None	None	Career Service (Sub-professional) First Level Eligibility.

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 **July 18, 2024** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol or email at 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
- xii. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:



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

Positions Applied	Folder Color
Education Program Supervisor	White
Project Development Officer II	Red
School Librarian III	Blue
Guidance Counselor II (Senior High School)	Yellow
Guidance Counselor I (Junior High School)	Orange
Administrative Officer I	Green
Administrative Aide VI	Pink

5. Orientation for Applicants on above mentioned vacant positions on DepEd Order 007 s, 2023 on *Guidelines on Recruitment, Selection and Appointment in the Department of Education* will be scheduled on **July 8, 2024**. Venue will be at *Conference 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 or **Dr. John Ariel A. Lagura, OIC-Assistant Schools Division Superintendent, HRMPSB Chairperson**.

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

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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