



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. 018 , s. 2025

January 8, 2025

**ACCEPTANCE OF KINDERGARTEN TO SENIOR HIGH SCHOOL
TEACHER I APPLICANTS (SY: 2025-2026)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
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), announces the acceptance of application for the position of Teacher I Kindergarten to Senior High School (entry level).
2. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:
 - a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (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 applicable
 - f. Photocopy of Certificate/s of Training
 - 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. Checklist of requirements and Omnibus Certification / Waiver (No longer required to be notarized)
 - j. For TVL/TLE applicants: TESDA National Certificate (NC) and Trainers Methodology Certificate (TMC)
 - k. For Arts and Design and Sports Tracks applicants: Photocopy of Certification of Proficiency / recognition from a recognized and respectable relevant association/ organization/ guild
3. Applicants must submit the pertinent documents to the **Records Section of the Division Office**, using the prescribed color-coded folders to wit:
 - a. Kindergarten – white



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
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- b. Grade 1 to 6 - blue
- c. Grade 7 to 10 - yellow
- d. Grade 11 to 12 - green
- e. SNEd - pink

4. The deadline of submission of application documents is on **February 21, 2025**. No additional documents shall be accepted after the set deadline

5. Remaining applicants in the current CAR-RQA who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process for the next school year; provided, they submit a Letter of Intent to participate in the succeeding hiring process.

6. For additional information on the hiring guidelines, kindly refer to DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

7. This selection welcomes and gives equal employment opportunities to all. No applicant shall be discriminated against and/or denied access to opportunities for suitable employment.

8. For your information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/OSDS/jaal