



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. 139, s. 2025

February 21, 2025

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF  
 ELEMENTARY TEACHER III AND TEACHER II**

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 positions of Elementary Teacher III and Teacher II.
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)	SG	Qualification Standards			
		Education	Training	Experience	Eligibility
Teacher III	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
Teacher II	12	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education	None required	1 year relevant experience	PBET/ LET/ Teacher

3. All interested applicants shall submit the following documentary requirements needed for evaluation:
  - a. Letter of Intent addressed to the Schools Division Superintendent;
  - b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable;
  - c. Photocopy of Voter's ID and/or any proof of residency;
  - d. Photocopy of valid and updated PRC License / ID, if applicable;



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- e. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;
- f. 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;
- g. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- h. Photocopy of latest Appointment, if applicable;
- i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings **with at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd No. 020, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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 C-1);
- m. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:

4. Applicants must submit the pertinent documents to the **Records Section of the Division Office**, using the prescribed color-coded folders to wit:

<b>Positions Applied</b>	<b>Folder Color</b>
Elementary Teacher III	Red
Elementary Teacher II	Orange

5. The deadline for submission of application documents is on **March 14, 2025**. No additional documents shall be accepted after the deadline.

6. For additional information on the hiring guidelines, kindly refer to DepEd Order No. 020, s. 2024 titled “Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions” and DepEd Order No. 66, s. 2007 titled “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.”

7. Other schedules relative to the Selection Process will be issued in separate memorandum.

8. 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.

9. 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.



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10. 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.

11. For the guidance of all concerned, please see ***Annex C-1 – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)***.

12. For your information, guidance and compliance.

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

WDB/HRMPSB/JAL/joi



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

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 completed)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## 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.

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

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

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", 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.