



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
OSDS-2025-054

TO : **JESILO G. JALA**, School Principal I – City of Tagbilaran NHS
JUSTINO M. CANDA, School Principal II – Cogon NHS
CORAZON H. SAMUYA, School Principal III – DCPNHS
JENELOU JOHN F. ISRAEL, School Principal I – Manga NHS
ALBERTO L. TIBOD JR., School Principal I - Mansasa NHS
EUTROPIA R. ARCA YENA, School Principal I – San Isidro NHS
GRACE MARIE L CAMPOS, School Principal I – Tagbilaran City Science HS
NILO J. SENDRIJAS, School Principal NHS – Taloto NHS

FROM : *W. Bongalos* **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **RANKING OF JUNIOR HIGH SCHOOL TEACHER II
AND TEACHER III POSITIONS**

DATE : February 21, 2025

1. In relation to any Junior High School Teaching vacancy in the future, you are hereby directed to receive applications for the positions of Junior High School Teacher II and Teacher III.
2. Furthermore, you are hereby directed to forward all pertinent papers (1 folder each applicant) to the Division Office thru the Division Human Resource Merit Promotion Board **not later than March 14, 2025.**
3. All interested applicants shall submit the following documentary requirements needed for evaluation to their respective schools:
 - 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;
 - e. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

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

5. Guidelines to be used for this ranking as criteria per **DepEd Order No. 020 s. 2024** titled "Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions."

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.

7. These rankings welcome and give equal opportunity to all. No applicants shall be discriminated and/or denied access to opportunities for suitable employment. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.

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 HRNO/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 NCOs]			

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", telecronic 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 in as to be usable for subsequent reference.