



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

**Office of the Schools Division  
 Superintendent**

April 15, 2026

DIVISION MEMORANDUM  
 No. 285, s. 2026

**ACCEPTANCE OF APPLICATION FOR THE POSITION OF ADMINISTRATIVE AIDE VI**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Administrative Officer V  
 Elementary and Secondary School Heads  
 Applicants  
 All Other Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the position of Administrative Aide VI.
2. For the guidance of the applicants, below is the Minimum Qualification Standards for the said vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS) (As prescribed by the Civil Service Commission)			
		Education	Experience	Training	Eligibility
Administrative Aide VI	6	Completion of 2 years of studies in college (prior to 2018), <b>or</b> High School Graduate with relevant vocational/trade course (prior to 2018), <b>or</b> Completion of Grade 12/Senior High School under Technical Vocational Livelihood Track, <b>or</b> Completion of Grade 10/Junior High School with relevant vocational/trade	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility



H. Zamora St., Dampas, Tagbilaran City, Bohol  
 (038)427-1702; (038)427-2506  
 tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>

3. All interested applicants shall submit their application in a **white folder** arranged in the sequence below on or before **April 27, 2026** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol:

- a. Letter of Intent addressed to the Schools Division Superintendent;
- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, **Revised 2025 with 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, 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 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;
- j. 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), notarized by authorized official;
- k. Other documents that are deemed necessary in support of the claims in any of the criteria for the said vacant position;

4. Please see **Annex C -1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).

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

6. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

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

WDB/OSDS/JAAL/amco

**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 2025) 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.

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

Attested:

\_\_\_\_\_  
Human Resource (HR) Office / Subcommittee

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.