



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

**Office of the Schools Division  
 Superintendent**

May 13, 2026

DIVISION MEMORANDUM  
 No. 348, s. 2026

**ACCEPTANCE OF APPLICATION FOR THE POSITION OF ELEMENTARY TEACHER III**

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 are the minimum Qualification Standards (QS) 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
Teacher III	13	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)

3. All interested applicants shall submit their application in a **white folder** arranged in the sequence below on or before **May 25, 2026** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol:



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

- a. Letter of Intent addressed to the Schools Division Superintendent containing the following information;
    - i. Statement of purpose/expression of interest; and
    - ii. Learning area/subject group they intend to teach, if applicable;
  - b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, **Revised 2025 with Work Experience Sheet**;
  - 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, 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 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 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), notarized by authorized official;
  - m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators;
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/HRMPSB/JAAL/amco

## 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 complied)	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", [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.