



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

Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM
No. 814, s. 2026

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR THE
POSITION OF ADMINISTRATIVE ASSISTANT III**

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

1. This Office announces the acceptance of application for Administrative Assistant III (ADAS III).
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 Assistant III (1 vacant position)	9	Completion of 2 years of studies in college (prior to 2018) or, Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) First Level Eligibility

3. All interested applicants shall submit the following 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 2026 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. All interested applicants must submit their documents to the Records Section of the Division Office in color-coded folders:
- Blue- Administrative Assistant III
6. The deadline for submission of the documents is on or before **October 9, 2026**. No additional documents shall be accepted after the deadline. The folder of documents is expected to contain a Table of Contents fastened on the inside page of the cover. Labels (index tabs) using letter A to K are requested to be attached along the right side of the document to facilitate the evaluation process.
7. 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"**.
8. Other schedules related to the Selection Process will be issued in a separate memorandum.
9. 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.
10. 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



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

CHECKLIST OF REQUIREMENTS

Name of Applicant:
Position Applied For:
Office of the Position Applied For:
Contact Number:
Religion:
Ethnicity:
Person with Disability: Yes () No ()
Solo Parents: Yes () No ()

Application Code:

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 complied)	Remarks
a.	Letter of intent addressed to the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) 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;			
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 the required Performance Rating 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, CAV, Data Privacy Consent Form			
k.	Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant position;			

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)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.