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

Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 948, s. 2026

ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR THE POSITION OF MASTER TEACHER I ARALING PANLIPUNAN/FILIPINO/VALUES (SECONDARY)

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

1. This Office announces the acceptance of application for Master Teacher I Araling Panlipunan/Filipino/Values (Secondary).

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**
Master Teacher I Araling Panlipunan/Filipino/ Values (Secondary) **(1 vacant position)**	18	Master's degree in Education, or Educatonal Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience	24 hours of training in any of pr a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; Or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)

3. All interested applicants shall submit the following requirements needed for evaluation:

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 2026 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. Applicants must submit their pertinent documents in a **yellow folder** with proper tabbing to the **Records Section of the Division Office** on or before **November 23, 2026**.

5. Other schedules related to the Selection Process will be issued in a separate memorandum.

6. 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.

7. Wide dissemination of this Memorandum is desired.

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

WDB/OSDS/JAAL/amco

Annex C-1

CHECKLIST OF REQUIREMENTS

Name of Applicant: Application Code:
Position Applied For:
Office of the Position Applied For:
Contact Number:
Religion:
Ethnicity:
Person with Disability: Yes ( ) No ( )
Solo Parents: 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 complied)	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and 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 Board of 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 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 (TESDA) National Certificate (NC) II,Trainers Methodology Certificate (TMS),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			

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) [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.