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. 949, s. 2026

ANNOUCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION FOR THE POSITION OF SPECIAL EDUCATION TEACHER I (ELEMENTARY)

To: Assistant Schools Division Superintendent
Education Program Supervisors
CID and SGOD Personnel
Elementary and Secondary School Heads
All Other Concerned

1. This Office announces the acceptance of application for the position of Special Education Teacher I (Elementary).

2. For the guidance of the applicants, interested applicants must meet the following basic requirements per CSC and DepEd prescribed qualifications of the position s/he is applying for.

Position Title **(Parenthetical Title, if applicable)**	**SG**	**Minimum Qualification Standards (QS)** *(As prescribed by the Civil Service Commission)*			
		Education	**Experience**	**Training**	**Eligibility**
Special Education Teacher I **(1 vacant position)**	14	Bachelor's degree in education with specialization in Special Education	None required	None required	RA 1080 (Teacher)

3. All interested applicants whether internal or external to DepEd shall: submit **one (1) hard copy** of the following documentary requirements to the Records Office compiled in a **white legal-sized folder**, properly labeled, with table of contents:

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;

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
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http://www.depedtagbilaran.org

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. The deadline for the submission of application documents to the Records Section is on or before **November 23, 2026**. **SUBMISSION OF DOCUMENTS BEYOND THE DEADLINE SHALL NOT BE ACCEPTED.**

5. The criteria and point system for promotion to SPET I is DepEd Order No 66, s. 2007.

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social Attributes	5
Potential	5
TOTAL	**100**

6. The applicants assume full responsibility and accountability for the authencity and veracity of the documents submitted, as evidence by the duly accomplished Omnibus Sworn Statement. Any false and fraudulent document submitted shall be grounds for disqualification.

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7. 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.

8. All expenses in relation to this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

For the SDS:

JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

WDB/HRMPSB/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.