



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

JAN 08 2024

Office of the Schools Division Superintendent

January 8, 2024

DIVISION MEMORANDUM

No. 0004, s. 2024

**EXTENSION OF SUBMISSION OF ADDITIONAL DOCUMENTS FOR MAY 2023
TO NOVEMBER 2023 APPLICANTS IN SENIOR HIGH SCHOOL TEACHER III
VACANT ITEM POSITIONS BASED ON DEPED ORDER NO. 3, s. 2016**

To: **Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division (CID) and
School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Administrative Officer V for Personnel and Administration
Human Resource Management Officer II
President of recognized Teachers Association
School Heads of Public and Private Elementary and Secondary Schools**

1. Please be informed of the extension of submission of additional documents for May 2023 to November 2023 applicants in Senior High School Teacher III vacant item positions based on DepEd Order No. 3, s. 2016.
2. The extended deadline for submission of additional documents to the Division Office of Panabo City shall be on **January 19, 2024**.
3. All qualified applicants shall update and submit additional documents, to wit:
 - a. 2017 PDS/CSC Form 212 with three (3) latest passport size ID pictures;
 - b. CSC Work Experience Sheet;
 - c. Official Transcript of Records duly certified, authenticated and verified;
 - d. General Weighted Average (GWA) certificate;
 - e. Photocopy of PRC License (*not expired*) the case may be;
 - f. Performance Rating for the latest rating period, if applicable;
 - g. Latest Appointment, if applicable;
 - h. Service Record of Employment, if applicable;



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

- g. Latest Appointment, if applicable;
- h. Service Record of Employment, if applicable;
- i. Certificates of Employment, if applicable;
- j. Certified photocopy of certificates of relevant specialized trainings, if any;
- k. Portfolio / Outstanding Achievements (Published Work, Recognized Innovations and Accomplishments in Research and Development, Prizes, Awards, Recognitions, Letters of Commendation for major academic papers, exemplary performance, work and/or academic projects) if any;
- l. **For TVL:** Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses), and Certified photocopy of Trainers Methodology Certificate (TMC), if available;
- m. **For Arts and Design and Sports:** Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild;
- n. **For HEI/TVI faculty:** Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI;
- a. Omnibus Certification.

4. Attached is the list of May 2023 to November 2023 applicants for Senior High School Teacher III position.

5. For information and widest dissemination.


JINKY B. FIRMAN, PhD, CESO VI
OIC - Schools Division Superintendent 

Enclosed: as stated
OSDS/pglr/ncm

RELEASED

JAN 08 2024

RECORDS SECTION - SDO PANABO CITY
BY 



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

**Senior High School Teacher III
May 2023 to November 2023 Applicants**

No.	Name
1	Roselyn R. Adajar
2	Arvin H. Gara
3	Tristan John I. Gayta
4	Rochil T. Bansag
5	Barry Camilo N. Prieto
6	Ma. Anfel V. Daniel
7	Armando Jr. Oliva Aguilon
8	Joylyn A. Bernaldez
9	Maricel M. Bacalso
10	Ryan F. Canete
11	Florence C. Galabo
12	Dhan Febmar S. Cajegas
13	Jeneth D. Tabungar

Prepared by:

NEO CARLO R. MAGNO
HRMO I



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph