



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent

November 10, 2022

DIVISION MEMORANDUM
 No. 1122, s. 2022

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

To: Office of the Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 All Others Concerned

- For information and guidance, the Office hereby announces the acceptance of application documents for the following vacant positions.

Number of Items	Position	SG	Assignment
Two (2)	Administrative Officer II (Administrative Officer I)	11	Butay Integrated School Casig-ang Elementary School
Six (6)	Administrative Assistant III (Senior Bookkeeper)	9	Division of Davao del Norte Asuncion District Alejal National High School Carmen National High School Limbaan National High School Kipalili Elementary School
Fourteen (14)	Administrative Assistant II (Disbursing Officer II)	8	Talaingod District San Isidro District Kapalong West District Doña Carmen Soriano National High School Luna National High School Sto. Niño National High School Linao National High School Kamansi Integrated School Anibongan National High School Baltazar Nicor National High School Sawata National High School Sua-on National High School Domingo Hain Elementary School Semong Elementary School
Two (2)	Administrative Aide VI (Clerk III)	6	Division of Davao del Norte





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2. Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC).

Position Title	Education	Training	Experience	Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility

3. DepEd Order No. 66, s. 2007 entitled, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" shall be the basis for the evaluation of application documents.
4. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.
5. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
1. Letter of Intent/Application Letter (addressed to the Schools Division Superintendent);
 2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized Picture (CS Form No. 212, Revised 2017) and attached CS Form **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
 3. Performance Evaluation Ratings (last 3 rating period) (if applicable);
 4. Authenticated certificate of eligibility/rating/license;
 5. Authenticated copy of Official Transcript of Records (with **CAV** issued by CHED);
 6. Updated Service Records/Certificate of Employment;
 7. Certificate of training/ seminar/ workshops attended relevant to vacant position, recognition/appreciation within 5 years and not used in the latest promotion;
 8. Certificate of Outstanding Accomplishments
 - Outstanding employee award
 - Innovations, Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars
 9. Latest Appointment (validated by CSC) (for Government Employees);





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10. Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
 11. NBI Clearance;
 12. Current Drug Test Result; and
 13. Omnibus Sworn Statement.
5. For immediate and wide dissemination.

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Date: 10/10/2022





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Enclosure No. 1

Schedule of Recruitment and Selection Process
(Non-Teaching Vacant Positions)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	AO II - September 02-17, 2022 - October 11-26, 2022 ADAS III - July 05-20, 2022 - July 29-August 13, 2022 - August 12-27, 2022 - October 11-26, 2022 - Oct. 21- Nov. 04, 2022 ADAS II - July 05-20, 2022 - August 02-17, 2022 - August 12-27, 2022 - Aug. 26- Sept. 10, 2022 - September 02-17, 2022 - October 11-26, 2022 ADA VI - August 12-27, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Acceptance of application documents	November 10-25, 2022	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	November 28- December 06, 2022	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	December 13-14, 2022	HRMPSB	Online Modality
5. Conduct Division Background Investigation	December 15-19, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	December 23, 2022	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools	December 29, 2022	HRMPSB	Office of the Schools Division Superintendent





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Division Superintendent)			
8. Issuance of Appointments	January 13, 2023 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	January 28, 2023 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

