



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 21, 2025

DIVISION MEMORANDUM

No. 0087, s. 2025

ACCEPTANCE OF APPLICATION FOR SCHOOL ADMINISTRATION VACANT POSITIONS

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

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

ELEMENTARY

Number of Items	Position	SG	Assignment
Two (2)	Head Teacher I	14	Elementary Schools, Division of Davao del Norte
Three (3)	Head Teacher II	15	
One (1)	Head Teacher IV	17	
Three (3)	School Principal I	19	

SECONDARY

Number of Items	Position	SG	Assignment
One (1)	Head Teacher II	15	Junior High Schools, Division of Davao del Norte
One (1)	Head Teacher IV	17	
Two (2)	School Principal IV	22	
One (1)	School Principal II	20	Senior High School, Division of Davao del Norte

2. Applicants must meet the minimum qualifications required by the position to be filled as indicated in the CSC – approved qualification standards listed below:

ELEMENTARY

Position Title	Education	Training	Experience	Eligibility
Head Teacher I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)
Head Teacher II	Bachelor's degree in Elementary Education; or	24 hours of relevant training	Head Teacher (HT) for 1 year; or	RA 1080 (Teacher)

	Bachelor's degree with 18 professional education units		TIC for 1 year; or Teacher for 4 years	
Head Teacher IV	Bachelor's degree in Education or Bachelor's degree plus 18 professional units in Education; both with 18 units for a Master's degree in Education or its equivalent and with appropriate field of specialization	8 hours of relevant training	1 year as Head Teacher III or 2 years as Head Teacher II or 5 years teaching experience	RA 1080 (Teacher)
School Principal I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years or MT for 2 years or Teacher for 5 years	RA 1080 (Teacher)

SECONDARY


Position Title	Education	Training	Experience	Eligibility
Head Teacher II	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher for 4 years	RA 1080 (Teacher)
Head Teacher IV	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or Master Teacher for 2 years	RA 1080 (Teacher)
School Principal II	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)

1. All interested applicants are advised to pay attention to the following criteria to be used for hiring and promotion:
 - a. **DepEd Order No. 007, s. 2023** entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (**Enclosure No. 3 to DepEd Order No. 007, s. 2023**) shall be the basis for the evaluation of application documents.
 - b. Instructions to qualified applicants:
 - i. Application documents must be placed in **White** folder.
 - ii. Interested qualified applicants should signify their intent attached with the required documents (see **Enclosure No. 1**).
 - iii. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.office.com/r/4u31sH77wJ>. Compliance with the said form is of utmost importance.
 - iv. The applicant's folder must be lounged in the Records section for tracking purposes before submitting it to the Personnel section in the Division Office.
Deadline for submission is on or before 4:00 P.M. of April 28, 2025

(complete documents including additional documents). Submission of additional documents after the deadline will not be accepted.

- v. Applicants who failed to submit complete mandatory documents (refer to Enclosure No. 1) on the indicated deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants. Thus, **incomplete mandatory documents are subject to return.**
 - vi. Application Documents **shall be properly ear-tagged** (use white paper and text in black font color)
2. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
 3. 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.
 4. For immediate and wide dissemination.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

PER/nbi

File name: Acceptance of Application for
School Administration Vacant Positions

Checklist of Requirements

A	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted (see Enclosure No. 3 for Annex C) and Data Privacy Consent Form
B	Letter of Intent addressed to the Head of Office
C	Two original copy of Notarized and Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
D	Photocopy of valid and updated PRC License/ID, if applicable
E	Photocopy of Certificate of Eligibility/Rating, if applicable
F	Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees, if available
G	Photocopy of Certificates/s of Training, if applicable
H	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
I	Photocopy of latest appointment, if applicable
J	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
Other documents as may be required for comparative assessment, such as but not limited to:	
L	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment (refer to the Criteria and Point System for Hiring and Promotion to Related-Teaching Positions of Enclosure No. 03 to DepEd Order No. 07, s. 2023)

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: 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 HRMG/HR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

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)lectronic 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.