



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 24, 2025

DIVISION MEMORANDUM

No. 0099, s. 2025

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE OFFICER II
(ADMINISTRATIVE OFFICER I) VACANT POSITIONS**

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

1. For the information and guidance of all concerned, the Office announces of application documents for the listed vacant positions due to natural vacancies, as follows:

Elementary

Number of Items	Position	SG	Assignment
Forty-Four (44)	Administrative Officer II (Administrative Officer I)	11	Elementary Education, Division of Davao del Norte

Junior High School

Number of Items	Position	SG	Assignment
Twenty-Five (25)	Administrative Officer II (Administrative Officer I)	11	Ramon S. Segundo Sr. NHS
			Doña Carmen Soriano NHS
			Dugayan NHS
			Pinamuno NHS
			Natulinan NHS
			Alia NHS
			Talomo NHS
			Pamacaun IS
			Gupitan IS
			Mangkay IS
			Macgum IS
			Basak IS
			Dulyan IS
			New Casay IS
			Maguintalunan IS
			Davao del Norte Regional Sports Academy
			Magatos IS
			Baltazar Nicor Valenzuela NHS
			Magwawa IS
			Igangon IS
			Sta. Fe NHS
			Sagayen NHS
			Dujali NHS
			Kimamon NHS
			Sawata NHS

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

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) Appropriate Eligibility for Second Level Position

3. All interested applicants are advised to pay attention to the following criteria to be used for hiring and promotion:
- DepEd Order No. 007, s. 2023** entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (**Enclosure No. 5 to DepEd Order No. 007, s. 2023**) shall be the basis for the evaluation of application documents.
 - Instructions to qualified applicants:
 - Application documents must be placed in **White** folder.
 - Interested qualified applicants should signify their intent attached with the required documents (see **Enclosure No. 1**).
 - Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.office.com/r/Y4627fFrBu> . Compliance with the said form is of utmost importance.
 - 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 May 05, 2025** (complete documents including additional documents). Submission of additional documents after the deadline will not be accepted.
 - 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**.
 - Application Documents **shall be properly ear-tagged** (use white paper and text in black font color)
4. 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.
5. 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.
6. For immediate and wide dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

PER/nbi

Fr: Acceptance of Application for Administrative Officer II (Administrative Officer I) Vacant Positions

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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	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. 05 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 HRMC/HR Office/sub-committee)	
		Status of Submission (Check if complied)	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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.