



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

Office of the Schools Division Superintendent

January 17, 2023

DIVISION MEMORANDUM
No. 0003, s. 2023

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

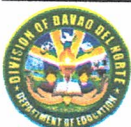
1. For information and guidance, the Office hereby announces the acceptance of application documents for the following vacant positions.

Number of Items	Position	SG	Assignment
One (1)	Education Program Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte
One (1)	Education Program Specialist II	16	School Governance and Operations Division, Division of Davao del Norte

2. Applicants must meet the basic qualification standards:

Position Title	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Education Program Specialist II	Bachelor's degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Appropriate Eligibility for Second Level Position

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. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:





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1. Letter of Intent addressed to the Head of Office.
 2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
 3. Photocopy of valid and updated PRC License/ID, if applicable;
 4. 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;
 5. Photocopy of Certificates/s of Training, if applicable;
 6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 7. Photocopy of the Performance Ratings (last 3 rating periods), if applicable;
 8. 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;
 9. Other documents as may be required for comparative assessment;
 10. 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;
 11. Photocopy of Performance Evaluation Ratings obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.
6. For immediate and wide dissemination.

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent



Date: JAN 17 2023





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Office of the Schools Division Superintendent

Enclosure No. 1

Schedule of Recruitment and Selection Process

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	- Education Program Supervisor – December 09-24, 2022 - Education Program Specialist II – September 02-17, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- January 17- 27, 2023	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of shortlist of qualified applicants	- January 28 – February 02, 2023	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	- February 03, 2023	HRMPSB	Online Modality
5. Conduct Division Background Investigation	- February 06, 2023	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- February 07, 2023	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- February 08, 2023	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	- February 09, 2023 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	- February 09, 2023 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

